



# Shradha Shukla

**Company Secretary** 7+ years of experience having multi-faceted background encompassing **Secretarial & Regulatory Compliances, ROC and Legal & Professional Consultancy**, looking to add value to an organization of repute.

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Noida, Sector 137

## PROFILE SUMMARY

- Result-oriented professional with **over 7+ years of experience** in Secretarial & Regulatory Compliances, Professional Consultancy & Legal documentation across **Media, Railways, Manufacturing sectors**.
- Communication with all Stakeholders, Creditors, Shareholders and to address their issues.
- Law based executive with competency in Drafting and providing professional advices leading to industries as an active compliant.
- Pivotal in filing various e- forms with Registrar of companies under Companies act 2013 in Ministry of corporate affairs of Listed Co. , Public unlisted Co. , Private Co, Foreign Co , Subsidiary of Foreign Companies etc.
- Efficient in maintaining Statutory records & registers as prescribed under the Companies act, 2013
- Having banking exposure such as to fulfill the working capital requirement, bank guarantees, fund based and non-fund based limits with bank, collateral security, LEI registration and other bankingrelated works.
- Exposure of Listed Compliances, LODR, SEBI and submission of various documents with Stock exchange.
- Understanding of RBI compliances such as FCGPR, FLA return, FATCA norms etc.

## CORE COMPETENCIES

- LEGAL DOCUMENTATION
- PROFESSIONAL CONSULTANCY
- SEBI, LODR
- RBI COMPLIANCES
- FEMA COMPLIANCE
- FOREIGN COMPANIES
- SECRETARIAL COMPLIANCES
- BANKING AND FINANCE
- COMPANY LAW

## SOFT SKILLS

- Leadership and Delegation
- Good Listener & Communicator
- Analytical & Creative Problem Solving
- Team Management
- High Business Ethics & Trustworthy

## CAREER TIMELINE



## EDUCATION

- **LLB:** CSJM University
- **CS:** The Institute of Company Secretaries of India
- **Bcom:** CSJM University

## ACHIEVEMENTS

- Recognized by CCGRT as best active Msopian
- Secured 1st rank in School for scoring highest percentile
- 100% attendance award in ITCL



## WORK EXPERIENCE

### COMPANY SECRETARY

Sheela Foam Limited ( Sleepwell ) *Feb 2022- Till date*

- Corporate actions as ESOP, ESG , CSR
- Submission of legal notices under Negotiable Instrument Act,
- Handled various cases under Transfer of property act, Stamp act
- Handling of Trademark related infringement cases
- Various cases pertaining to Consumer Forum
- Various letter to parties, drafting of agreements, POA MOUs etc.,

### HIGHLIGHTS

- Attended various meetings with DM to explore CSR projects
- Assisted in buyer' credit
- Act as Secretary of Audit , Nomination & Remuneration , CSR,

### Head of Legal Dept.

Arganshe Private Limited ( Bioayurveda group) *Nov'19- Jan 2022*

#### KEY RESULT AREAS:

- Corporate restructuring such as Merger, Demerger, Winding up, Conversion including petitions, affidavits, declaration etc.
- Filing of Financial statements with ROC via AOC-4, MGT-7, OC -4 XBRL , form 8, form 11 etc.
- Address the grievances of all stakeholders, Due diligence
- Incorporation of LLPs , Companies, Section 8 Companies via spice form, INC 32, INC33
- Preparation of notices, agenda, notes to agenda and minutes of Board meetings, General and Committee meetings
- Statutory Compliances of Indian and foreign companies under companies act via FC-3, FC-4, DIR-3 KYC, DPT-3, MSME-1, ADT-1, ADT-3,DIR-12, MR-1, MGT-14, GNL-2,DIR-11, DIR-5, DIR-6, DIR-3 etc.
- Appointment of Internal Audit, Cost auditor, Directors, Auditors, KMP's reports via CRA-2, DIR-12 filing of cost audit report in CRA-4 etc
- Listed Compliances including quarterly compliances, yearly compliances such as filing of shareholding patterns, corporate governance report, investor complaints, financial results with stock exchange.
- Prohibition of insider trading (PIT)
- Fund raising such as right issue, private placement via PAS-3, PAS-4, PAS- 5ETC
- Handling of IPO , FPO by negotiating with merchant bankers, underwriters, escrow account, RTA , assisting in Prospectus etc
- Buy back filing of declaration of solvency SH-9, letter of offer in form SH-8, register in SH-10, return of buy back in SH-11.

### Head of legal department - COMPANYSECRETARY & Legal Manager

The India Thermit Corporation Limited (ITCL)

*Sept' 16 to Nov'19*

#### KEY RESULT AREAS:

- RBI compliances, FDI
- Dividend related work such as issuance , payment to shareholders, book closure, record date and transfer unclaimed dividend to IEPF and filing of IEPF-1, IEPF-2, IEPF-3, IEPF-5 with ROC.
- ISIN creation
- Preparation of board report, MGT-9, Notice calling Agm, other ordinary and special resolutionetc
- CSR activities including registration in CSR-1 and transfer of fund to GOVT relatedfunds.
- Liaising with Shareholders, Bankers and other Stakeholders
- Credit ratings
- Drafting of Legal documentation
- Updation of Company's website



## Information Technology

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- Ms-word, Ms-excel, Powerpoint
- Familiar with MCA, RBI, NSE, BSE and other portals.



## EXTRA CURRICULAR ACTIVITIES

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- Active participation in seminars to be updated
- Volunteer at various ICSI programmes

## PERSONAL DETAILS

Date of Birth: 14<sup>th</sup> July 1993 | Languages Known: English and Hindi | Marital status: Married