

CS PREETI SHARMA

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Seeking Managerial assignments in Secretarial Functions / Legal Matters with a growth oriented organization.

Professional Synopsis

➔ Associate Member of Institute of Company Secretaries of India with nearly 7.5 years of experience in:

- Secretarial Affairs
- Corporate Compliances
- FEMA Compliances
- Legal Documentation
- Drafting & Vetting

➔ Presently working as “Company Secretary” in Talbros International Private Limited, a “Talwar” group Company, engaged in the business of providing consultancy and renting of immovable properties.

➔ Worked as “Manager- Corporate Law” with P. C. Jain & Co., (PCS Firm) from August, 2010 to April, 2016 including 15 months CS Apprenticeship Training.

Well disciplined, with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules. An effective communicator with very good relationship management and analytical skills.

Core Competencies

Companies Act, 2013

- ➔ Preparation of Agenda & handling all preparatory work for the meetings of Board/ AGM/ CSR/ EGM, along with drafting, vetting & finalizing of the Minutes of meetings after elaborate discussions and co-ordination with Directors and other administrative activities.
- ➔ Preparing and maintenance of all Statutory Records and Registers as required under the provisions of Companies Act, 2013 and other applicable laws.
- ➔ Ensuring compliances relating to appointment/ resignation/ remuneration of Directors, Managing Director etc.
- ➔ Change of name, objects, increasing authorized share capital, alteration in Articles of Association and Memorandum of Association.
- ➔ Conversion of Public limited company into Private limited company under section 14 of the Companies Act, 2013
- ➔ Incorporation of Joint Venture Company and other group Companies involving all facets of compliances such as Companies Act, FEMA, FRRO etc.
- ➔ LLP incorporation & their respective annual filing with Ministry of Corporate Affairs.
- ➔ Preferential Allotment under Section 62(1)(c) of the Companies Act, 2013.

- ➔ Filing of various e-forms and returns with ROC including Annual Filing E-forms in XBRL and Non-XBRL mode.
- ➔ Assistance in Voluntary Liquidation of Private Company.
- ➔ Secretarial Audit under section 204 of the companies Act, 2013 of PSUs , Government and Private Companies such as NBCC and ITDC, Antara Group.
- ➔ Handled Postal Ballot and E-voting Procedure to take the approval of the shareholders.
- ➔ Filing of Cost Accounts in XBRL format with ROC.
- ➔ Incorporation of public and private limited companies.
- ➔ Inspection of documents filed with ROC and preparation of search report.
- ➔ Trademark registration.
- ➔ Work related to PAN, TAN and Service Tax.
- ➔ Work related to increase in authorized share capital, issue and allotment of equity shares through private placement and Rights Issue.
- ➔ Preparation & filing of papers & forms for making application to ROC under section 560 of the companies act related with Strike off of the name of company from Register of company maintained by ROC.
- ➔ Obtained Digital Signatures and DIN of Directors.

FEMA & RBI Functions

- ➔ Dealing with the RBI for the purpose of Preparation & filing of FC-GPR Forms in case of Allotment of Shares made to Foreign exchange remitters.
- ➔ Dealing with the RBI for the purpose of Preparation & filing of FC-TRS Forms in case of Transfer of Shares made to Foreign exchange remitters.
- ➔ Preparation and filing of Annual return of foreign assets & liabilities under RBI guidelines.

SEBI & Listing Agreement

- ➔ Ensuring the compliance with SEBI (Substantial Acquisition of Shares and Takeover) Regulations and SEBI (Prohibition of Insider Trading) Regulations.
- ➔ Dealt with Dematerialization of Equity Shares of the Company and its Shareholders with NSDL /CDSL.
- ➔ Quarterly Compliances (Clause 35, 49, 41) under Listing Agreement
- ➔ Half Yearly Compliance under Clause 47c of Listing Agreement.
- ➔ Issuing Corporate Governance Reports to NBCC, ITDC, Cement Corporation of India, NHPC, Hindustan Prefab Ltd. (HPL)

Legal Matters

- Assisted in Preparation and filing of Application for the Scheme of Amalgamation under Section 230 to 232 of the Companies Act,2013.
- Drafting of Legal Notice, Petition, Application, Power of Attorneys, Authorizations, Affidavit etc.
- Liaison with the Registrar of Companies, Regional Director, CLB and Registrar and Share Transfer Agents.
- Assist in drafting Power of Attorney, shareholders agreement, share purchase agreement, partnership deed and Trust Deed
- Preparation of Due Diligence Report, Search Report and Compliance Certificate of Public and Private Companies.

ACADEMIA

- Pursuing LL.B from CCS university- result awaited (Last Semester)
- Master in Commerce from IGNOU in 2014.
- Qualified Company Secretary from ICSI in 2013 (ACS No. 32847)
- Graduated with 1st Division from Kamala Nehru College, DU (2009)
- Intermediate (12th) from CBSE Board with Distinction in 2006.
- High School (10th) from CBSE Board with 1st Division in 2004.

IT Credentials

- Well versed with MS Office and Internet Applications.
- Completed 70 hours Certificate course in Understanding IT in the Corporate Environment from NIIT, New Delhi (certified by The Institute of Company Secretaries of India)

Personal Dossier

Father's Name : Mr. Bal Kishan

Date of Birth : 11th March, 1989

Residential Address : H. No: 211, Rajiv Nagar, Near Sector-18, Faridabad-121002, Haryana.

Language : English and Hindi