

CURRICULUM VITAE

CS PRIYANKA SHUKLA

Permanent Address

S8/366 B-1, Khajuri, Pandeypur,
Varanasi - 221 002(U.P.)

Communication Address

G-905, Srishti Apartment,
Kursi Road, Lucknow-226021
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Personal Data

Father's : Mr. Ashok K
Name Shukla
(Rtd. ARTO)

Mother's
Name : Mrs. Geeta Shukla




Husband
Name : Adv Himanshu
Kumar Trivedi

Sex : Female

Nationality : Indian

Languages
Known : Hindi, English

Hobbies

-  Net surfing
-  Listening music
-  Playing Badminton

Objective

To join an organization offering-challenging environment, chance to enhance skills provided with opportunities of growth through the right mix of challenge, exposure, career development, encourage creativity and values integrity and security.

Education

Professional Qualifications:

COMPANY SECRETARY: ACS 53028

- Company Secretary Foundation Programme
Passed in with 65.8%
- Company Secretary Executive Programme
Module I : Passed with 60%
Module II : Passed with 55%
- Company Secretary Professional Programme
Module I : Passed with 54%.
Module II : Passed with 50%
Module IV : Passed with 52%
Module III : Passed with 52%

Institute: The Institute of Company Secretaries of India

CHARTERED ACCOUNTANT:

- Common Proficiency Test(CPT): Passed
- Integrated Professional Competence Course(IPCC) :To be appear

Institute: The Institute of Chartered Accountants of India

LL.B:

- Passed LL.B.-3 Year from **Mahatma Gandhi Kashi Vidyapeeth University** with 63.00%.

Academic Qualifications :

- B.Com(Hons) in Finance passed from **Banaras Hindu University** with 65.4%
- Intermediate passed from C.B.S.E. Board with 68.8%
- High school passed from C.B.S.E. Board with 61.4%
School : St. Atulanand Convent School, Varanasi.

Work Experience

- Working as '**Deputy Manager-Company Secretary**' in '**Sahara India Pariwar**' since 7th February, 2019 to till date.

Job Profile

- Appointed as Company Secretary of Sahara India Limited.
 - Responsible for all Secretarial and Statutory compliances of more than 20 group companies.
 - Responsible for Xbrl filing of the companies.
 - Dematerialization of securities.
 - Alteration of MOA and AOA.
 - Drafting of Agenda, Minutes of the Meetings.
 - Name change of the Company.
 - Increasing Authorised Capital of the Company.
 - Incorporation of the Company.
- Worked as a **Guest faculty** of **The Institute of Company Secretary of India** for Varanasi Chapter and Lucknow Chapter.
 - Worked as '**Management Trainee cum Assistant Company Secretary**' in '**Uttar Pradesh Rajya Vidyut Utpadan Nigam Limited**' from 8th November, 2017 to 6th February, 2019.

Job Profile:

- Assisted in drafting of Agenda, Minutes of Board Meeting of Nigam.
 - Assisted in various compliances of Group Companies including UCM Coal Company Ltd.
 - Represented the Company in Arbitration Case in front of Retd. Justice Deepak Verma.
 - Assisted in drafting of various MOU and Joint Venture Agreement.
 - Maintenance of Statutory Register & Issuing of Share Certificates in case of Allotment, splitting, consolidation, transfer etc.
 - Preparation of monthly as well as Quarterly Report of the Compliances of the various projects of Nigam.
 - Preparation of various other MIS Reports.
 - Drafting of various Office Order.
 - Coordination with the Advocates authorized by Nigam.
 - Assisted in the incorporation of Noida International Airport Limited
- Worked as '**Management Trainee**' in **DLF Ltd.** (Corporate Affairs) for 12 months.

Job Profile:

- Assisted in drafting of Agenda, Notices, Board Report and Minutes of Board, Various Committee and General Meeting of DLF Ltd. & various group companies;
- Maintenance of Statutory Register & Issuing of Share Certificates in case of Allotment, splitting, consolidation, transfer etc.
- Assisted in Annual filing of the Company along with various group Companies.
- Filed various forms on MCA portal.

- Preparation of monthly as well as Quarterly Report of the Compliances of the various projects of the Company.
- Assisted in authorizing executives for the various projects of the Company.
- Assisted in appointing Director, Additional Director, Managing Director etc.
- Assisted in incorporation of Company.
- Preparation of various other Compliances including Compliances related to Listing Agreement.
- Preparation of various MIS data.
- Dealing with NSDL & CDSL.
- Directly dealt with Internal & Statutory Auditors.
- Directly coordinated with various departments including Finance Department of the Company.

- Completed 6 month **Management Training** from **Ministry of Corporate Affairs (MCA)** in eGovernance Cell

Job Profile:

- Assisted in the verification of various forms filed on MCA portal;
- Assisted in resolving the problems of various stakeholders through Public Grievances;
- Assisted in the process of granting extension of time period for the payment of Stamp Duty.
- Assisted in answering of queries with the help of ticket raised on MCA site.
- Assisted in the preparation of XBRL Tool including Pre Scrutiny Tool for XBRL filing;
- Assisted in the conducting various Meetings;
- Prepared Minutes of Meetings.
- Dealed in the maintainance of the MCA site.
- Dealed in the uploading of circular/notification on MCA site.
- Assisted in the distribution of payment of Stamp Duty from the Central Government to the States.
- Prepared various MIS data.

Computer Proficiency

Computer training on understanding 'information technology in corporate environment' in MS-Word, MS-Excel, MS-Power Point etc. for two months.

Extra Curricular activities

- Assisted in organizing '**Hindi Diwas Celebrations**' in MCA with Mr. Veerappa Moily, former Minister of Corporate Affairs as Guest of Honour.
- Participated in cultural programme in school & college.
- Participated in dance competition in school & college.
- Participated in exhibition in school.
- Participated in debate competition in school.
- Participated in various other programmes at school & college level.

Achievements

- Hold 1st rank in College and 4th in University in LL.B.
- Hold 1st rank in College in B.Com(Hons.).
- Winner of dance Competition in college.
- Part of winning team in inter faculty dance competition for two time.
- Winner of Badminton Competition in All India C.B.S.E. Athlete Meet-2006.
- Winner of debate competition in school.
- Part of winning team in inter school science exhibition.
- Leader in various programmes at college & school level.

Date: 18.04.2022

Place: Lucknow

Sd/-
(PRIYANKA SHUKLA)