

# RISHYANT KULSHRESTHA

## (Company Secretary, Legal & Compliance Manager)

Dear Sir / Mam,

I am writing to apply for the opportunity you have within your Organization.

As a highly skilled **Company Secretary, Legal & Compliance Manager**, I read your opportunity you have within your Organization with great interest. I have a little over five years' of experience working for companies engaged in Engineering, Procurement, Construction (EPC), Consumer Durable and IOT globally. Mostly in the same capacity.

I am very confident that my background, work experience and qualifications all combined makes me a suitably qualified candidate for your specific requirements and I can make an immediate and significant contribution to your company's operations in the areas of Compliance, Legal and Secretarial.

**Reason to Apply:** Any action is often better than no action, especially if you have been stuck in an unhappy situation for a long time. If it is a mistake, at least you learn something, in which case it's no longer a mistake. If you remain stuck, you learn nothing. So primarily I just want to maintain this pace of my career advancement, but yes just like others I too have my future plans. My current year plan is to get on a new job because work here is no longer challenging. I have no new avenues to grow within the organization. That being said, I am keen to make this transition to stay on the path of progress. Certainly reasons also includes upward mobility and financial growth. And I think this is the right time for me to jumpstart my career once again.

I have always received praises for my ability to foresee potential problems and to make proactive plans. This stood me in good stead in my current role. Unexpected issues constantly arises in my profile which I speedily and efficiently tackle to ensure favorable outcomes.

It became a point of pride for me to say that I have never failed to meet any deadline that I have been ever assigned during my professional career.

*"And honestly, I almost feel like the job description was written with me in mind. I have 5 years of required experience you're looking for, a track record of successful Company Secretary, Legal & Compliance Manager and proven expertise in this field. I am well prepared to work on high-profile, cross-department projects. I have the experience to start contributing from day one and I am truly excited about the prospect of getting started."*

I look forward to further discussing the role you have. As I have great admiration for your company, I would consider it as a privilege to hear soon from the Company!

If this brief account of my competencies intrigues you enough to invite me for an interview then feel free to contact me at your earliest convenience.

Also, kindly refer to the accompanying Resume for more detailed information regarding my abilities and skill sets.

Yours sincerely,  
**Rishyant Kulshrestha**

# RISHYANT KULSHRESTHA

(Company Secretary, Legal & Compliance Manager)

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## Summary

Innovative and successful **Company Secretary, Legal & Compliance Manager**, highly effective in creating strategies and writing persuasive brief as an In-House Legal Manager for corporate clients. Thrives in dynamic environment and quickly adapts to the ever changing demands of Compliance and Legal field. Detail-orientated and organized having more than 5 years' of experience in delivering compliant and favorable outcomes. Well versed in civil and company law matters. Tackles tasks with tenacity and analytical mind-set. Excellent organizational skills, highly efficient and methodical with a good eye for details.

Keen to find a challenging Legal or Compliance position with a company that offers opportunities for career development and advancement.

## Skill Highlights

- Corporate, Civil, Contract, Labour and Consumer Laws
- In-House Counsel
- Contract Management
- IPR Management
- Risk Management
- Management Compliance & Consultant
- Legal Notice's & Replies
- Appearances before Judicial & Quasi-Judicial authorities
- Business Ethics
- Analytical mindset
- Creative and Persuasive Briefs

## Experiences

**Company Secretary, Legal & Compliance Manager** - 12/2017 to Present  
ScreenRoot Technologies Limited, Panaji, Goa

**Company Secretary & Legal Manager** (PAN India) – 08/2016 – 12/2017  
Delsey (India) Private Limited, New Delhi

**Company Secretary Management Trainee** – 01/2015 – 05/2016  
Angelique International Limited, Noida, Delhi (NCR)

## Job Description

**Secretarial / Compliance:**

- Dealing with stock exchange, merchant bankers and peer review auditor for filing of various forms, consent letters, declarations, returns and other regular correspondences for the Companies.
- Dematerialization, transfer and transmission of shares.
- Listing of shares on SME platform of Bombay Stock Exchange.
- Annual filing, preparing compliance certificate, annual returns of the companies, extracts of the annual returns, application for DIN (Directors Identification Numbers), incorporation of companies in India as per Companies Act, 2013 & abroad as per their legislative acts.
- Alterations of memorandums of association and articles of association of the Companies. Increasing of authorized share capital and paid up capital of the Companies.
- Allotment of securities by way of rights issues with or without 100% FDI, preferential allotment, transfer of securities and share related stamping work (state specific).

- Drafting of meetings agenda, notes to agenda, notices and follow – ups for the meetings of the board, including any committee or sub committees thereof, annual general meetings and extra ordinary general meetings of the companies.
- Prepared various reports to be given to the banks (valuation report).
- Preparing director’s report and various resolutions for increasing or decreasing borrowing limits including any changes in the signatories thereof.
- Appointment and resignation of directors and key managerial persons and associated formalities.
- To act as an advisor to the Board and Management for decisions impacting the business’s.
- Liaising with external authorities and consultants like registrar of companies, ministry of corporate affairs, advocates and auditors.
- Preparing and maintaining all statutory registers and minute books, filing of all forms as and when required to be filed within the timeframe.
- Conversion / change in constitution of the Companies / Societies / Llp(s).
- Ensuring the company complies with standard legal practice and maintains standards of corporate governance as required by the law for the time being in force.

#### Legal:

- Drafting of joint venture agreements, shareholding agreements, memorandum of understanding’s, consortium agreements, lease agreements, leave and license agreements, affidavits, power of attorney, indemnity bonds, consultancy agreements and international commercial agreements based on standard international commercial terms.
- Issuing of legal notices and replies to legal notices for and on behalf of the companies.
- Successful appearances before various quasi-judicial authorities (Consumer Courts, IT Authorities, etc.).
- Drafting supervising and analyzing legal documents to be filed with various authorities (Income Tax, Customs and MOSPI).
- Focusing on building models in order to determine the best way to add value from a legal perspective and to avoid typical pitfalls, assisted in legal - commercial negotiations.
- Ensuring compliance with external regulatory authorities for mitigating the risks from legal, regulatory or contractual non-compliance obligations.
- Identification of potential legal risk in existing model and future ventures, determining risk value and creating solutions to mitigate these risks, providing legal support and advice to management and operation teams.
- Responsible for all legal matters impacting the bottom line profitability, efficiency and day-to-day operations of the Companies, including recovery of outstanding dues.
- Developing strategies, counsel and train company managers to effectively manage risks and avoid costly contractual or regulatory litigations.
- Selecting, overseeing and directing counsel in the strategy and risk management of litigation and regulatory matters.
- Managing outside legal counsel, litigation budgets to ensure cost effectiveness as well as competency, responsiveness and common sense of resolution of disputes.
- Serving as companies chief contact person for all matters related to corporate and civil laws.

## Education:

YEAR	QUALIFICATION	INSTITUTE / UNIVERSITY / BOARD	RESULT
2016-17	Bachelor of Law Degree (LLB)	CCS University (Final Year)	Pursuing
2011- 16	Company Secretary	Institute of Company Secretaries of India	Member
2010-13	Bachelor of Commerce	Delhi University	Passed
2009-10	12 <sup>th</sup>	CBSE	68%
2007-08	10 <sup>th</sup>	CBSE	71%

## Personal Snippet:

Date of Birth: 14th May, 1991  
 Current Location: Panjim, Goa  
 Nationality: Indian  
 Marital Status: Unmarried  
 Languages Known: English, Hindi & French

Date:  
 Place:

**(RISHYANT KULSHRESTHA)**