

CS CHARU KEDIA

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CAREER OBJECTIVE

To use competency, creativity and new approaches to do all secretarial, compliance and legal work which allows me to contribute towards achieving the organizational goals to the best of my potential while keeping me in touch with professional ethics.

QUALIFICATION

Professional Qualification

Qualified CS Professional exams in December 2015 attempt and became Associate Member of Institute of Company Secretaries of India (A51225) in May 2017 after completion of mandatory training as required by ICSI.

Academic Qualification

- M.Com from IGNOU University in 2017.
- B.Com from IGNOU University in 2015.
- Passed Intermediate in 2010 from CBSE Board.
- Passed High School in 2008 from CBSE Board.

WORK EXPERIENCE

- ❖ Worked as an Associate with **M/s RSM & Co.**, a Practicing Company Secretaries Firm [16th September, 2019 – 30th September, 2020].
- ❖ Worked as an Associate with **M/s Samir Kishore Bhatnagar & Co.**, a Practicing Company Secretary [01st June, 2017 – 15th September, 2019].

INTERNSHIP

In February 2017, Completed Practical Training with **M/s RSM & Co.**, Practicing Company Secretaries firm having office at Jhandewalan, New Delhi.

Assignments handled:

- Drafting of Secretarial documents i.e. Notice & Agenda, Board Report, Resolutions, and attendance sheets for various Board & Shareholders Meetings.

- Prepared & Filed various forms with ROC/MCA as required under Companies Act,2013.
- Preparation & vetting of various legal documents and agreements
- Change in name, registered office, objects & capital of company
- Secretarial Audit of Company
- Preparation of FLA Return
- Work related to allotment of shares, Right issue, Private Placement.
- Maintenance of statutory records, minutes and registers as applicable to the Company.
- Preparation of search and status report.
- Preparation of Due Diligence Report.
- Incorporation of various types of Companies and LLP's.
- Drafting & Alteration of Memorandum and Articles of Association.
- Striking off the name of companies.
- Revival of Company through NCLT
- Conversion of Company into LLP
- Assignments related to registration, modification and satisfaction of charge.
- Appointment and Resignation of Directors and Auditors.
- Annual Compliances of Companies and LLPs.
- GST Registration
- AGM extension
- Active tagging, DPT-3, MSME, Director KYC & other new compliances

COMPUTER SKILLS

- Adequate proficiency in internet, MS Word, MS Excel, MS Power Point to match job requirements.

PERSONAL DETAILS

Fathers Name: Sh. Mukesh Kedia
 Born: 15th September, 1992
 Marital Status: Unmarried
 Languages Proficiency: Hindi, English
 Hometown: Rajasthan

ACHIEVEMENTS

Received “**The Best Presentation Award**” in MSOP organized by Noida Chapter of ICSI

If given an opportunity, I would like to come out with flying colors.

Charu Kedia