

Curriculum-Vitae

Swati Khanna
Company Secretary
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CAREER OBJECTIVES

I wish to serve an organization to the best of my abilities and carve a niche for myself with my hard-work, patience and my ability to solve issues at the first opportunity and to learn and improve continuously.

EXECUIVE SUMMARY

A qualified member of Institute of Company Secretaries of India with diverse experience. Accomplished Compliance Professional having 7 years of experience in statutory and regulatory compliances.

CORE COMPETENCIES

- Stakeholders Management
- Regulatory Compliances
- Drafting
- Advisory & Legal

EXPERIENCE SNAPSHOT

MARGDARSHAK FINANCIAL SERVICES LIMITED, Lucknow-Company Secretary

December 2015 till date

- Drafting of various documents like agreements, resolutions, deeds etc.
- Preparing pre and post documents for disbursement of loans sanctioned by the Banks for NBFCs.
- Preparing Agenda and Minutes for various committee and Board Meetings.
- Assisted in doing work regarding Employee Stock Option Purchase Scheme.
- Handled work regarding name change and object change of the Company.
- Maintaining statutory records and Compliance with other statutory provisions under Companies Act, 2013.
- Handling Compliances of Reserve Bank of India applicable to Non- Banking Finance Company.
- Drafting of Policies for the company.
- Preparation of Due-Diligence Report.
- Preparation of Search Report.
- Preparation of Annual Report of the company.
- Interacting with Board on matters relating to Companies Act and providing them further advice on issues concern.
- Handled the secretarial compliances of Group companies including conducting their meetings and advising on issues related with businesses of companies.
- Increase in Capital of the company.
- Assisted in Due Diligence of the company regarding equity infusion.

- Assisted the company during Reserve Bank of India Inspection.
- Filings with ROC/Ministry of Corporate Affairs and RBI.
- Assisted in Secretarial Audit of the Company
- Ensuring timely submission of documents to stock exchange.
- Dealing with Advisors and Consultants on various matters.
- Active participation in fund raising on behalf of the company.

PRACTICE WITH CS AYUSHI MAURYA, Bareilly-Associate Compliance Advisor

July 2014- November 2015

- Drafting of various legal documents.
- Formation of Limited Liability Partnership.
- Formation of Company.
- Filing of various regulatory E-Forms with ROC majorly Annual Filing Compliances.
- Drafting of Agenda and Minutes of various meetings for clients.
- Advisory to clients in corporate matters and legal compliances.

MANU AGARWAL & COMPANY, Chartered Accountants, KANPUR-Management Assistant

July 2013-July 2014

- Drafting of various documents.
- Handled work related to XBRL software.
- Solving various queries of clients regarding XBRL and Company Law matters.
- Work related to incorporation of LLP including drafting of LLP agreement.
- Handled work with Tax Audit software.
- Provided training to clients regarding ROC and XBRL software.

DOLPHIN DEVELOPERS LIMITED, Kanpur-Management Trainee

September 2011-March 2013

Secretarial Compliances

- Drafting of Board and General Meeting Resolutions.
- Assisted in compliances relating to change in Registered Office of the Company.
- Assisted in work related to Incorporation of Company.
- Preparation of Notices, Minutes, Agenda of Board Meeting.
- Assisted in preparation of Annual Report of the Company.
- Maintaining statutory records and Compliance with other statutory provisions under Companies Act.
- Preparation of Directors Report and holding of Extra Ordinary General Meeting and Annual General Meeting.
- Filing of various e-forms and Maintaining Statutory Registers under Companies Act.
- Maintaining statutory records and Compliance with other statutory provisions under Companies Act, 1956.
- Work related to allotment of shares and issuance of share certificates.
- Drafting of various resolutions and agreements.
- Handled the appointment of Managerial Personnel.

- Handled work related to XBRL.
- Assisted in process of name change.
- Assisted in preparing Internal Audit Reports

TRAININGS & CERTIFICATION

- Certified Professional in Corporate Social Responsibility by Institute of Company Secretaries of India in 2020
- Certified Professional in Microfinance by Indian Institute of Banking and Finance(IIBF) in 2020.
- Certification on Senior Management Training Program from Indian Institute of Management, Bangalore(IIM) in 2016
- 15 days Training Program in Registrar of Companies, Kanpur organized by Institute of Company Secretaries of India(ICSI) in 2015.
- 15 days Management Skill Orientation Program organized by Institute of Company Secretaries of India(ICSI) in 2015.
- 25 hours Professional Development Program organized by Institute of Company Secretaries of India (ICSI) in 2012
- 1week Executive Development Program organized by Institute of Company Secretaries of India(ICSI) in 2011
- Certification from APTECH Computer Education organized by Institute of Companies Secretaries of India in 2011

PROFESSIONAL AND ACADEMIC QUALIFICATION

Qualification	Board/University/Institute	Year	Division
Bachelor of Laws, LLB	University of Lucknow	2019	First
Company Secretary	Institute of Company Secretaries of India	2015	First
Bachelor of Commerce	University of Lucknow	2010	First
XII	SKD Academy, Lucknow	2007	First
X	SKD Academy, Lucknow	2005	First
