

## CURRICULUM VITAE

### **Shivatnu Sutradhar, ACS, LLB**

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#### **CAREER OBJECTIVE**

To become a better professional and rise the corporate ladder by achieving excellence with hard work and knowledge.

#### **EDUCATIONAL QUALIFICATION**

- **Associate Member (ACS-30097) of the Institute of Company Secretaries of India since May, 2012**
- **Completed LLB from Chaudhary Charan Singh University, Meerut, 2015**
- **M.Com from Kanpur University, 2009**
- **B.Com from Allahabad University, 2006**

#### **WORK EXPERIENCE**

- A. Worked with Mehrab Logistics and Aviation Limited, Lucknow (Leading Logistics Company) from June 2019 Nov 2022**

##### **Job Responsibilities**

- All Secretarial activities and Legal Compliances including Liaison with various Government Departments, Banks, MCA, ROC to ensure statutory compliance
- Responsibility of daily and routine accounting of various clients.
- Responsible for bank reconciliation of various clients.
- Responsible for entering all type of data like sale, purchase in the respective books of various clients.
- Responsible for handling accounts payable and accounts receivable

- B. Worked with Karun Agarwal & Associates, New Delhi (Chartered Accountant Firm) from Jan 2017 to June 2019**

##### **Job Responsibilities**

All Secretarial activities and Legal Compliances including Liaison with various Government Departments, Banks, MCA, ROC to ensure statutory compliance

- C. Worked with Tripathi Group (Shri Narvada Developers Ltd) as Company Secretary and Legal Head from June 2015 to Jan 2017.**

##### **Job Responsibilities**

##### **Secretarial**

- Payment of Stamp Duty on share certificates as per Companies (Issue of Share Certificate) Rules 1960,

- Allotment of Shares, Allotment of Debentures, drafting allotment letter, renunciation letter etc.
- Change of Object Clause, Situation Clause, Name Clause of the Company.
- Annual Filing as per Companies Act 2013
- Filing quarterly, half yearly, annual reports to RBI related to **NBFC**
- Application to Intellectual Property Right Authorities for filing Trademarks, Copyrights
- Handling Board Meetings, Annual General Meeting and other committee meetings.
- Preparing of minutes, agenda & notices of the Board, committee & Annual General Meeting
- Preparation of statutory registers/records as per Companies Act 2013
- Filing of necessary returns and documents with ROC
- Compliance of Corporate Law and other statutory compliances related to Companies Act.
- Registration of Trust and addition and alteration in the trust
- Liaison with Credit Rating Agencies for membership of NBFC
- Dematerialization (Demat) and Rematerialization (Remat) of shares
- Surrender of FOOD License
- Return Submission, Filing of FCGPR to Reserve Bank of India related to other overseas subsidiaries and joint venture of the Company(s).
- Drafting partnership deed and appointment of new partner and change in the partnership Deed.
- Proof reading and printing of Annual Return of the Companies.
- Preparation of Gift Deeds, Share Transfer deeds.

#### **Legal:**

- Drafting and vetting of Sale Deed of Properties
- Drafting agreement to sell, Special Power of Attorney, Affidavit
- Vetting notice for infringement of Trademark
- Drafting and vetting of Letter of Intent, engagement letter
- Vetting Service Level Agreements, Sharing of office premises agreement, NDAs, Leave and License Agreement.

**D. Working with Cottage Industries Exposition Group (Saga Department Stores Ltd) as Company Secretary from Jan 2013 to May 2015.**

#### **Job Responsibilities**

##### **Secretarial**

- Appointment of Directors, Whole time Directors, Additional Directors etc.
- Assisted in the matter of stock audit of the company and independently Change of Object Clause of the Company.
- Return Submission to Reserve Bank of India related to other overseas subsidiaries and joint venture of the Company(s).
- Filing of FCGPR to Reserve Bank of India through Authorized Dealers and complied with other FEMA compliances.
- Preparation and filling of Annual Performance Reports of all overseas subsidiary and joint ventures.
- Preparation and filling of Insurance cover notes of the various insurance policies of the stock of the company.
- Filing various returns and forms to Registrar of Companies relating to appointment, removal of directors, appointment of secretary etc.
- Preparation of Stock Debtor report of the companies on Monthly basis.
- Preparation of Gift Deeds, Share Transfer deeds.
- Appointment of statutory Auditor.

**Legal:**

- Drafted Shareholder's Agreement.
- Vetting Memorandum of Understanding with different suppliers.
- Handled and assisted legal cases for matter related to Winding up of a Company, prepare documents and replies on case of false representation and misstatement in statutory documents by an ex-employee.
- Assisted in drafting plaint, reply in few suits of matter falling U/s 138 of Negotiable Instrument Act, 1881.

- E. Completed compulsory C.S. Training with **Ameriprise India Pvt. Ltd.** (and Recipient of the '**EXTRA MILE Award**' during the training period in the month of December 2011.) and **Dhanoj Singh & Associates, Practicing Company Secretary.**

**IT Skill**

- Tally 5.4, 7.2
- Knowledge of MS Windows and Microsoft Office Suites.
- Diploma in Computer Application from NIIT.

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Date of Birth	: <b>30<sup>th</sup> Dec, 1985</b>
Gender	: Female
Languages	: English, Hindi & Bengali
Address	: <b>Vigyan Khand, Lucknow</b>