

Ayushi Mutreja

*Address: 5/568, Vikas Khand, Lucknow
226010, Uttar Pradesh, India
Date of Birth: 06/07/1996*



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• *Personal Summary*

I am a self-motivated individual having experience in Company Law Compliances and Secretarial Audit. My career objective is to attain challenging position in an organization and to ensure that a company complies and operates in accordance with statutory and legal provision.

• *Skill*

- ❖ Innovative
- ❖ Service-focused
- ❖ Enthusiasm and Versatility
- ❖ Strong decision maker and Problem solver
- ❖ Presentation, interpersonal & communications skills
- both written & oral
- ❖ Strong organizational and time management skills
- ❖ Knowledge of secretarial software, Outlook, Microsoft excel and Word

• *Experience*

1. Management Trainee at National Stock Exchange of India Ltd.- Investor Service Cell and

Arbitration.Address: 110 - 1st floor, Titanium, Shalimar Corporate Park, TC/G-1/1, Vibhuti khand, Gomti Nagar, Lucknow - 226010.

Period of training - 10 Months (26/11/2018-30/09/2019)

- ❖ Redressal of Investor Complaint.
- ❖ Communication with TM for fast redressal of the grievances of the investors
- ❖ Interacting with the Investors to resolve their queries and issues.
- ❖ Conducted IGRP Meetings
- ❖ Organizing Investors Awareness Programs
- ❖ Registering cases for Arbitration
- ❖ Drafting Award on behalf of Arbitrators

2. Article Assistant at Manish Mishra & Associates

Address: 1st floor, 34/5 Gokhale Marg, Lucknow, U.P.
(India) - 226001

Period of training - 14 months (02/01/2020 -
20/04/2021)

- ❖ Worked as part of a team and independently to properly conduct Company Secretarial functions, duties and responsibilities.
- ❖ Involved in the Creation and Conversion of Companies and Limited Liability Partnerships.
- ❖ Preparation & Filing of Returns under Companies Act, 2013 and LLP Act, 2008.
- ❖ Maintaining Statutory Registers i.e., Registers of Members, Directors, Charges, Contracts and KMP.
 - a. Organizing, preparing agendas and taking minutes of board meetings, Annual General meetings and Committee meetings.
 - b. Filing for Change of Registered office from one state to another state under Companies Act, 2013.
 - c. Preparing and filing dormant accounts.
 - d. Prepared and filed monthly EPF and ESIC returns under the respective labour laws.
 - e. Due Diligence Audits.
 - f. Registrations under various Acts i.e Start-up Registration, MSME Registration, FCRA Registration, Shop and Establishment Registration-Uttar Pradesh, FoSCoS Registration, Partnership Registration and Trade Mark Registration- Intellectual property.
 - g. Ensuring the company complies with standard legal practice and maintains standards of corporate governance.
 - h. Compliances w.r.t to other Business Laws.

3. Academic Qualifications

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| a. Institute of Company Secretaries of India
Completed Company Secretaries Professional Course - | Feb 2021 |
| b. Bachelor of Commerce:
Islamia Degree College
(An Autonomous College of University of Lucknow) - 2016 | 62.12% |
| c. Intermediate (10+2):
CBSE Board- 2013 | 85.4% |
| d. High School (10th):
CBSE Board- 2011 | 61.6% |

4. Hobbies

- a. Playing Badminton
- b. Listening Music
- c. Learning & Earning
- d. Reading Books & Novels

Responsible for ensuring that the highest standards of administrative processes & corporate governance are both promoted and maintained, so that the business operates efficiently & in accordance with all statutory and legal provisions.