

# Vipul Jain

Vaibhav Tent House  
Naya Bazar no.2, Damoh (M.P.)

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## Objective:

To apply my knowledge & skills in the development of an organization, to improve my learning through a job and to be a profitable asset for my organization.

## Academic Credentials:

Examination	Discipline/ Specialization	School/College	Board/University	Year of passing	Percentage
C.S. Professional		ICSI Delhi	ICSI Delhi	Dec.2015	Passed
M.Com	Commerce	Govt.P.G.College Damoh	Dr.Hari singh gour vishwavidyalaya, Sagar	2014	52.5
B.Com	Commerce	Govt.P.G.College Damoh	Dr.Hari singh gour vishwavidyalaya,Sagar	2012	60.92
Class XII	Commerce+ Maths Stream	Kendriya Vidyalaya, Damoh	C.B.S.E	2009	76.2%
C.F.A.	Financial Accounting	(Tally Course)	MSCSM	Dec.2008	B+
Class X	English Medium	Kendriya Vidyalaya, Damoh	C.B.S.E.	2007	66%

## Academic Accomplishment:

- Cleared CS Foundation and CS Executive in First Attempt.
- Rank holder in CS Foundation and CS Executive at Indore chapter level.
- Second Rank holder at district level in Class XII.

## Strength :

- Quick learner
- Punctual
- Self-analyser
- Sense of responsibility
- Team work

## Soft Skills :

### Secretarial

- Analyzing the Memorandum and Article of Association as per company's stand.
- Convening and conducting of Board and Annual General Meetings.
- Maintenance of all statutory Records and Registers as required under the provisions of Companies Act, 2013 and other applicable laws.
- Preparing Director Report, Notices, Agenda, Resolutions & minutes of AGM, EGM, BM and Committees meeting.
- Liaising with Registrar of Companies Office.

### Accounts and Taxation

- Financial Accounting
- Balance sheet analysis.
- Individual Income tax returns.

## Technical

- MS Office.
- Tally.
- Online MCA Compliances.

## Experience :

- Completed CS management training of 15 months with M.P. State tourism Development Corporation Ltd. (Have worked in accounts department for reconciliation of accounts and also for assessment and payment of various taxes).
- 15 Days training with M.P Stock Exchange.
- Kehems Technologies Pvt. Ltd. (Formerly Cristopia Energy Systems Pvt. Ltd) as a whole time Company Secretary w.e.f.1<sup>st</sup>September 2016 to 21<sup>st</sup> March 2018.
- Handled Independently secretarial department of Vakksh Group (17 Companies in a Group, 16 Private and 1 Public unlisted company) was also a director in 6 Subsidiaries of group.w.e.f. 01<sup>st</sup> April 2018 to 14<sup>th</sup> March 2020.
- Currently working as a whole time Company Secretary in Maalav Mahila Milk Produce Company Limited w.e.f. 16<sup>th</sup> March 2020.

## Projects handled :

- Conducted board meetings.
- Assisted in RBI compliances regarding foreign inward investments received in previous years.
- Conducted physical store audit on actual basis.
- Annual filing of the companies.
- Independently handled secretarial work of all group companies.

## Hobbies :

- Listening music
- Playing and watching Cricket
- Attempting new challenges

## Personal Details:

Date of Birth : 20th October 1990  
Father's Name : Mr. Santosh Jain  
Father's Occupation : Businessman  
Mother's Name : Mrs. Sadhna Jain  
Languages known : English, Hindi.  
Marital status : Unmarried  
Nationality : Indian

## Declaration:

I hereby declare that all the above information is true to the best of my knowledge and belief.

CS VIPUL JAIN