

# PALLAVI KHURANA MALHOTRA

FCS, LL.B., B.com.  
Membership No. F - 9024

C-2033/3, INDIRA NAGAR,  
LUCKNOW - 226016  
MOBILE: 9648228800  
EMAIL: [cspallavikhurana@gmail.com](mailto:cspallavikhurana@gmail.com)

## **COMPANY SECRETARY – AN OVERVIEW:**

An astute Professional with 10 years of experience in the area of Secretarial Functions, Statutory Compliance and Accounts & Finance. Presently working as Company Secretary in APCO Group, Lucknow. Responsible for overall Secretarial Compliance and Accounting & Finance of all SPVs.

## **WORKING EXPERIENCE:**

- a) **Worked with ACP Toll ways Private Limited (Parent Company – APCO Infratech Private Limited), Lucknow (1<sup>st</sup> March'13 – 04<sup>th</sup> March 2021) as Company Secretary and Manager Accounts & Finance.**

**APCO Infratech Private Limited is an ISO certified professionally managed organization incorporated in 1992 having its Registered Head Office at Lucknow in Uttar Pradesh. It has a firm foot in the construction of Highways, Energy, Tunnel, Irrigation, Urban infrastructure & Industrial development projects. The Clients of the company includes industry leaders like NHAI, UPSHA, UPPWD, Power Grid, IOCL, HPCL, BPCL among others.**

### **The major Special Purpose Vehicles (SPVs) of the company are listed below**

- ACP Tollways Private Limited (DBFOT Project)
  - Deoband Highway Private Limited (DBFOT Project)
  - Freedom Point Expressway Private Limited (HAM Project)
  - APCO Chetak Ultraway Private Limited (HAM Project)
  - APCO Arasavalli Expressway Private Limited (HAM Project)
  - APCO Navkalyan Expressway Private Limited (HAM Project)
  - APCO Shri Amarnathji Tunnelway Private Limited (HAM Project)
- b) **With Goldrush Sales & Services Limited, Lucknow (15<sup>th</sup> September'10 to 14<sup>th</sup> August'12) as Company Secretary.**
- c) **With Uttar Pradesh State Bridge Corporation Limited, Lucknow (October'2008 to April'2010) as Company Secretary Trainee**

## **Role and Responsibilities:**

### **Secretarial Functions/Statutory Compliance:-**

- Incorporation of Company as per Companies Act, 1956 & Companies Act, 2013.
- Preparation and filing of Annual Forms (XBRL Including XBRL IND AS & Non-XBRL both) i.e. 66, 20B, 23AC, 23ACA, 23ACXbrl, 23ACAXbrl, MGT-7, AOC – 4CFS & AOC – 4Xbrl
- Preparation & filing of various E- forms such as 2, 5, 8, 17, 21, 23, 32 etc. as required under various Sections of the Companies Act, 1956 and E – Forms such as INC-1, INC-7, INC-22, PAS-3, PAS-4, PAS-5, SH-7, CHG-1, MGT-14, DIR-12 etc as per Companies Act, 2013.
- Conversion of Public Company into Private and vice-versa as per Companies Act, 1956 and Companies Act, 2013.

- Maintenance of Statutory Registers and Drafting of various Documents.
- Loan documentation, Lender's and Borrower's Resolution, due-diligence and search reports,
- Handling the maintenance of Statutory Registers and Records.
- Drafting of Minutes of Board Meetings, Annual General Meetings, etc. for the Company and other annual compliances such as filing of Auditors Report and Balance Sheet along with preparation and filing of Annual Returns.
- Drafting of Notice along with Explanatory Statement calling Extraordinary General Meeting of the Company for :-
  - Increase in the Authorised Share Capital of the Company.
  - Preferential Allotment of Equity Shares for Public Company.
  - Alteration in Clause V of the Memorandum of Association.
  - Increase in the Paid Share Capital of the Company.
- Drafting of Board Resolution for Allotment of Shares, Change of Registered Office of the Company, Revision in Remuneration of Managerial Personnel, Inter-corporate Loans, investment, guarantees etc.
- Preparation of Share Transfer Deeds to record transfer of Shares.
- Conduction of Extraordinary General Meeting for Change in Main Objects Clause of Memorandum of Association.
- Creation and updation of Digital Signatures.
- Corporate compliance of routine nature in secretarial affairs.

#### **Finance & Accounts related Activities:**

- Finalizing Balance Sheet of HAM & BOT projects.
- Preparing S & A Certificates for lender's & client.
- Preparing CA Certificates for disbursement of Grant/Construction Support and Term Loan.
- Preparing CA Certificates for achieving Project Milestone.
- Preparing CA Certificate for GST liability.
- Preparing stock statement on monthly basis.
- Analysis of Debtors and Creditors-Ageing and Recovery Period.
- Bank reconciliations and Interest Matching.
- Verification of Statutory Dues-Calculation and Payment.
- Detailed Analysis of Sales & Purchases.
- Reporting of Monthly Bank-wise Cash/fund flows.
- Verification and Reporting of Transaction with Related Parties.
- Reporting of Unsecured loans Received or repaid during period.
- Preparation and filing of GST returns (GSTR-1 & GSTR-3B),
- Maintaining fixed asset register.
- Looking after MIS.
- Limited Scope of IND AS working.
- Routine verification of Books of Accounts.
- Ensuring adherence of Accounting Policies.

#### **PROFESSIONAL QUALIFICATIONS:**

- Fellow Member of the Institute of Company Secretaries of India
- LL.B. from Lucknow University

## **EDUCATIONAL QUALIFICATIONS:**

- 2008 - B.Com from Lucknow University with **66.80%**
- 2005 - Intermediate from C.B.S.E. Board with **79.40%**
- 2003 - High School from C.B.S.E. Board with **74.80%**

## **COMPUTER AWARENESS:**

- Working Knowledge of MS Office, Internet, Tally, ERP etc.

## **KEY STRENGTHS:**

- Hard working, determined and positive attitude.
- Always believe in team work.
- Goal oriented.

## **PERSONAL DETAILS:**

**Father's Name** : Mr. Nirmal Kumar Khurana  
**Mother's Name** : Late Mrs. Sarita Khurana  
**Marital status** : Married  
**Date of Birth** : 9<sup>th</sup> June 1987  
**Languages know** : Hindi and English

**DATE:**

**PLACE: Lucknow**

**(PALLAVI KHURANA MALHOTRA)**