

SHIVANI SAXENA

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Aim to exercise my knowledge of secretarial in order to facilitate skill development and in the process benefit the organisation with my zeal for continuous learning. I intend to widen my knowledge of this field and develop myself as a complete secretarial professional.

Professional Synopsis

Career History:

Awoke India Consultants Private Limited (Lucknow) (01.07.2021-Till date)

- Advising on matters pertaining to the Companies Act & allied Acts, Rules & Regulations
- Annual e-filings w.r.t. MCA, Income Tax, etc.
- Filing of Income Tax returns
- Filing of application for registration of Trademarks
- Making IAPs (Investor Awareness proposals)
- Handling accounts & taxation

Obsession A Commerce Hub Pvt. Ltd. (Lucknow) (01.03.2019- 30.06.2021)

- Statutory filings with respect to the Registrar of Companies & Ministry of Corporate Affairs
- Compliances of Companies Act.
- GST & Income Tax Returns.
- Maintenance of records and registers with respect to companies' act,2013

Rudra Shares & Stock brokers Ltd. (Lucknow) (23.05.2018- 20.11.2018)

- Statutory filings with respect to the Registrar of Companies & Ministry of Corporate Affairs (including XBRL filing).
- Preparation of Corporate Governance reports
- Compliances of Companies Act.
- GST & Income Tax Returns.
- Drafting of Company Agreements & MOUs.
- Maintenance of statutory records and registers.
- Assisted in convening statutory meetings of the Board and shareholders including preparation of agenda, minutes, circular resolutions etc.

RA & Co. Company Secretaries LLP (Noida) (22.12.2015 – 30.01.2018)

- Statutory filings with respect to the Registrar of Companies & Ministry of Corporate Affairs
- Advising on matters pertaining to the Companies Act & allied Acts, Rules & Regulations
- Annual e-filings w.r.t. MCA, Income Tax, etc.
- Compliances of the Companies Act, 2013
- Filing of TDS return of the company
- Filing of Income Tax returns
- Filing of application for registration of Trademarks
- Liaison with ROC, RD, MCA, etc.
- Incorporation of Companies. (OPC, LLP, Private/Public, Section 8)
- Secretarial Auditing.
- Worked on Postal Ballot regulations & compliances.
- XBRL Filing.

Apprenticeship Training under ICSI Rules & Regulations

Uflex Limited (Noida) -27th Sept., 2013 - 31st Jan., 2015

Uflex Limited is one of the largest player in the Packaging industry offering total flexible packaging solutions to the consumer market. Almost all the premium brands in various segments especially FMCG constitutes its large customer base such as Haldirams, Palmolive, Hershey's, Cadbury, Nestle etc.

In the course of my 16 months rigorous training with Uflex limited, have gained a good working knowledge of important aspects of secretarial work such as-

- Secretarial Auditing

- Annual filling
- Maintaining registers as per the Companies Act, 2013
- Various forms filing

During my apprenticeship training I have worked and completed various assignments. I was exposed to various activities under Secretarial and had an opportunity to lay hand on almost all the activities. I have developed an attitude to work under high pressure and meeting the deadlines and was often appreciated for the quality work that I delivered. My key focus areas during my training are mentioned below:

1. Listing Compliances

- Preparation and submission of quarterly Corporate Governance Report.
- Preparation and submission of quarterly Share holding pattern.
- Intimation to Stock Exchanges of Board Meeting to approve quarterly/Annual Financial results.

2. Maintenances of statutory registers and Drafting of various Companies' related documents as per companies Act 1956 / 2013.

- Handling the maintenance of Statutory Registers, Records, Directors and Member's Meetings, Attendance registers in physical as well as in electronic form.
- Drafting of Board Resolutions and Special Resolutions along with Notices, Agendas, and Director's Reports.
- Minutes of Board Meetings, Annual General Meetings etc. for various companies.
- Execution of Transfer Deeds to record transfer of Shares.
- Preparation of Share Certificates.
- Change of Registered office /Name / Objects /Authorized Capital of the Company.
- Appointment and Resignation of Directors, Company Secretary and Filing the form thereof.
- Alteration of Memorandum and Articles of Association of the Company.
- Filing of Forms like MGT-14, DIR-12, DIR-2 etc.

Educational Background

- Associate Member of the Institute of Company Secretaries of India. (Membership No. 42747)
- LLB from CCS University
- M.Com from Kanpur University in 2013.
- B. Com from Kanpur University in 2011.
- 10+2 from CBSE Board in 2008 from KVIIT Kanpur
- 10th from CBSE Board in 2006 from KVIIT Kanpur

Computer Literacy

- Well versed in Tally
- Completed 70 hours' computer training programme conducted by ICSI at Aptech.
- Working knowledge of Ms Office & MCA Portal

Personal Details


Date of Birth	:	1 st April, 1991
Languages Known	:	Hindi and English
Address	:	570/1206, Gopalpuri Alambagh, Lucknow-226005
Marital Status	:	Married

Reference

1) Mrs. Neha Srivastava
Vice President BNY
Pune
Ph. No. 8800403111

2) Mr.RaghavAgarwal
Managing Partner
RA & Co. Company Secretaries LLP
Ph. No. 9958846868

Shivani Saxena

 *Ready to relocate as per job requirement*