

CS TANISHA YADAV

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Address: House No. 7/388, Jankipuram Extension, Lucknow-226031, Uttar Pradesh.

OBJECTIVE: Determined, Hardworking, Energetic and seeking an opportunity to gain constructive experience while sharpening my professional skills; in the process to contribute towards the growth of the organization.

PROFESSIONAL QUALIFICATION: Qualified Company Secretary (June, 2013)

EXPERIENCE:

- 1. Organization Name :** **ORD Group- (Commercial Real Estate)**
Work Profile : Company Secretary
Period : **October, 2018 to January, 2020 (1.4 Years)**

- 2. Organization Name :** **MBD Group - (Publishing & Hospitality-Radisson Blu)**
Work Profile : Company Secretary
Period : **August, 2016 to October, 2018 (2.2 Years)**

- 3. Organization Name :** **S. M. Varma & Co. - A Chartered Accountant Firm**
Work Profile : Company Secretary
Period : **March, 2014 to July, 2016 (2.5 years)**

PROFESSIONAL SKILLS:

Company Law Compliances

- Incorporation of Joint Venture Company with collaboration of German Co. & Indian Co.
- Annual Return and Annual Accounts filing with ROC.
- Other event based ROC filing i.e. Charge Creation & Satisfaction, KMP Appointment and resignation, Increase in Authorized Capital, Auditor's appointment, etc..
- Issue of shares through Private Placement Offer & Right Issue.
- Change in name and objects of Company.
- Change in registered office of the company within the state.
- Preparing Agendas, Convening and conducting Board Meeting (Via- Video Conferencing and in person), EGM & AGM.
- Drafting Notices, Minutes, Director's Report, Resolutions and other necessary papers or Documents.
- Due diligence and secretarial audits of Companies.
- Maintenance of all statutory Records and Registers as required under the provisions of Companies Act, 2013.
- Maintain & prepare MIS of group Companies to ensure compliance w.r.t Cos. Act, 2013.
- Closure of Companies through FTE Mode.

Legal

- Drafting and vetting Legal Agreements & Contracts e.g. CAM, Lease, Settlement Agreements, Vendors Agreements.
- Preparation of search reports for Banks, legal counsels and external parties.
- Liaising with Lawyers for cases and hearings.

Foreign or Overseas Direct Investment

- Register a Liaison Office with RBI.
- Annual Compliances of Liaison Office with AD and DGIT (International Taxation)
- Inward Remittance compliances with RBI i.e. filing of APR & FC-GPR.
- ODI compliances and reporting to RBI through AD.
- Annual compliances of ODI i.e. filing of APR & FLA returns.
- FIPB approval application for FDI through Approval mode.

Other Laws

- Handling Tender documentations and filing of Tenders.
- Digitization of the Secretarial records.
- Registration of Society & Annual compliances of society with the Registrar of Society.
- Analyzing MIS reports from all departments and reporting observation of same to MD.
- IEC registration and modification in details of Firms and company.

TRAINING AS PER ICSI CURRICULUM:

15 months training completed from **M/s Sharma Jain & Associates**, Practicing Company Secretaries as an Associate Trainee.

ACADEMIC QUALIFICATIONS:

- M.Com in Business Policy and Corporate Governance from IGNOU with 57% in 2015.
- Graduation in B.Com (H) from Delhi University with 65.33% in 2010.
- Intermediate in Commerce from C.B.S.E with 86.5% in 2007.
- High School from C.B.S.E with 63.2% in 2005.

INTERPERSONAL SKILLS:

- Time management by setting goals and prioritize my work.
- Determined towards my responsibilities and aimed at ensuring positive outcomes of assigned projects.
- Hard working, keen to learn things and can work in a team very effectively & efficiently.
- Ability to adapt different working environment very easily.

PERSONAL INFORMATION:

Date of Birth	:	05th Day of September, 1989.
Father's Name	:	Late. Mr. Ramveer Singh Yadav.
Interest & Hobbies	:	Listening to music.
Languages	:	Hindi & English.
Marital Status	:	Married.
Gender	:	Female

Place: Lucknow

Date:

(Tanisha Yadav)
Signature