

**JAGRITI PANDEY**

**Contact Information: Mob:9140843877**

**Email: csjagritipandey@gmail.com**

**Address: Flat No. H-402, Gold Star Homes  
Apartment, Sector-4, Vrindavan Colony,  
Lucknow, Uttar Pradesh-226029**

## **CAREER OBJECTIVE**

I believe in taking new and challenging tasks to constantly push the boundaries of my expertise. I always strive to grow and expand my learning along with completing the tasks and responsibilities delegated to me which assist me in enhancing my knowledge and expertise in the work areas I have to deal with, being a company secretary. I am looking forward to utilize my experience, knowledge and skills for the responsible and crucial position of Company Secretary in your organization and to foster the growth of the organization by achieving new heights of compliance and governance.

## **WORK EXPERIENCE**

**CURRENTLY WORKING IN RUDRA FINCORP PRIVATE LIMITED  
(RBI APPROVED NBFC) AS THEIR COMPANY SECRETARY SINCE 2020**

**TRIVENI GLASS LIMITED(LISTED COMPANY)  
AS COMPANY SECRETARY AND COMPLIANCE OFFICER (JAN'16-FEB'19)**

### **Intimating Compliance Required to the Management**

- **Streamlined** and **accelerated** the **compliance mechanism** of the company by initializing and complying the pending compliances as per the applicable laws.
- Intimated and assisted the management to comply law timely with the new and changing requirements of Companies Act, 2013 and SEBI(Listing Obligation And Disclosure)Regulation 2015

### **Liaising and Corporate Communications**

- **Liaised with officials** of, Stock Exchanges for taking assistance for document submission and seeking clarification of the circulars and notifications brought by SEBI and implemented the same accordingly.
- Coordinated with Registrar and Share Transfer Agent (RTA), National Securities Depository Limited, Central Depository Services (India) Limited
- **Coordinated** with **newspaper publishing house** and published notices of board meetings, general meetings and financial results of company.

### **Disclosures and Reporting to Departments and Shareholders**

- Administered the presentation and updating of *website* of the company as per the Companies Act and SEBI (Listing Obligation And Disclosure) Regulation 2015 .
- Prepared and filed all quarterly, yearly and event based submissions and e-forms respectively with Stock Exchanges and Registrar of Companies
- Filed quarterly compliances with stock exchanges in newly launched ***XBRL Mode***.
- Framed important codes and policies for the company like Nomination and Remuneration Policy, Policy on Related Party Transactions, Code of Fair Disclosure of Unpublished Price Sensitive Information.

### **Documentation and Secretarial Assignments**

- Drafted notices, agenda items for Board Meetings and Annual General Meetings
- Drafted minutes of meetings and updated entries in statutory registers.

### **PAST EXPERIENCE**

#### **IN SWASTI TRIPATHI & ASSOCIATES AS EXECUTIVE COMPANY SECRETARY AND 15 MONTHS MANAGEMENT TRAINEE**

### **Work Assignments**

- Drafting of documents relating to the Annual General Meeting of Society,
- Drafting of various resolutions,
- Drafting of documents relating to opening of Demat Account,
- Drafting of documents relating to the appeal to the Appellate Authority.
- Drafting resolution for obtaining Trade License,
- Online registration of the society Ministry of Agriculture and Farmers' Welfare, Govt. of India and updating of records.
- Preparation of minutes for every quarter,
- Preparation of Minutes for Audit Committee,
- Preparation of Minutes for Investment Committee,
- Preparation of Minutes for Executive Committee,
- Updating and maintaining statutory books registrars for members and directors;
- Handling correspondence and writing reports,
- Communicating company decisions to the relevant stakeholders.

### **PROFESSIONAL QUALIFICATION**

- Completed C.S Professional in December,2013
- Completed LL.B in 2016
- Membership number ACS41163 (September 2015)

## **ACADEMIC QUALIFICATION**

<b><u>PARTICULARS</u></b>	<b><u>YEAR</u></b>	<b><u>UNIVERSITY /BOARD</u></b>	<b><u>PERCENTAGE</u></b>
Master of Commerce	2017	SVSU	69%
LLB	2016	CSJM University	58%
Bachelor of Commerce	2013	University of Allahabad	60%
Higher Secondary Examination (Commerce)	2010	CBSE	74%
Secondary School Examination	2008	CBSE	70%

## **HOBBIES**

Dancing, Singing, Sketching, preparing handicrafts, cooking and internet surfing.

## **PERSONAL INFORMATION**

**DATE OF BIRTH**                      20th November 1993  
**CONTACT NUMBER**                8081354839, 9140843877  
**MARITAL STATUS**                  Married  
**LANGUAGE KNOWN**                English and Hindi