

Summary: I am Pursuing Company secretary and proactively working to develop and enhance Board and Committee processes and controls in response to regulatory and industry changes. Developing and maintaining positive professional working relationships with Directors, NEDs, and senior managers within the business Assistance with board and shareholder meeting management. Also, I am Healthcare Enthusiast who is looking forward to learning worldwide healthcare market it's compliance and regulation. I am passionate about Zumba and makes me a team player in choreographing strategies for business compliance and idea materialization.

EDUCATION:

The Institute of Company Secretaries of India
Company Secretary

Present

City premier college

2019 - 2022

Bachelor of Business Administration - BBA, Business/Commerce, General

Somalwar Academy Education Society

2016 - 2018

High School Diploma, science

School Of Scholars, Nagpur

2005 - 2016

Schooling

CORE COMPETENCIES:

- Tax Practitioner
- Compliance Practitioner
- Financial Analyst
- Content Writing
- Communication
- Multitasker
- Active Listening
- Clerical
- Critical Thinking
- Zumba Instruction
- Time Management

EXPERIENCE:

Swago, Pune, Maharashtra, India

Jan 2021 - Present

Compliance Specialist

- Preparation of monthly/quarterly MIS Reports on various compliances for visibility / transparency.
- Drafting of Notices and Minutes of the meeting.
- Drafting and preparation Contracts, proposals and deeds as per the company's requirement.
- Managing and ensuring timely payments of dues.
- Assisting Directors in their business acquisition.
- Preparation and Management of Accounts.

Altruists, Pune, Maharashtra, India

Jan 2022 – May 2022

Medical Secretary

- Drafting and editing letters sent by doctors to the patients.
- Chasing the results requested by doctors.
- Managing Doctors calendars and Handling of patients.
- Sending Letters to consent patient as requested.
- Interacting with end-clients for process optimization and improvement.

CAP & Co. Nagpur, Maharashtra, India

Jun 2021 - Dec 2021

Executive Assistant Vs Compliance Practitioner

- CS Related Work
- Preparation of corporate secretarial documents such as-
- Notice/agenda/ Board Resolution
- Minutes of the board meeting & shareholders meeting
- Preparation and maintenance of Statutory Records and
- Registers as prescribed under Companies Act, 2013
- Preparation, and electronic submission of forms on the MCA21 portal including other E-forms.

- Incorporation of private company and Section 8 Company under Companies Act, 2013, Limited Liability Partnership under LLP Act, 2008
- Preparation of documentation and electronic filing for allotment of shares under Rights Issue under Companies Act, 2013.
- Conducting various search with MCA as per the requirement of the client.
- Preparation of monthly/quarterly MIS Reports on various compliances for visibility / transparency.
- CA Related Work
- Companies Audit
- IT Returns Filing of various entities
- Charitable Trust Audit
- Reconciliation of Accounts
- GST Returns.

JADWANI & Co. Nagpur, Maharashtra, India

Sep 2020 - Mar 2021

Executive Assistant Vs Tax Practitioner

- CS Related Work
- Preparation of corporate secretarial documents such as-
- Notice/agenda/ Board Resolution
- Minutes of the board meeting & shareholders meeting
- Preparation and maintenance of Statutory Records and
- Registers as prescribed under Companies Act, 2013
- Preparation, and electronic submission of forms on the MCA21 portal including other E-forms.
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- Preparation of monthly/quarterly MIS Reports on various compliances for visibility / transparency.
- CA Related Work
- Companies Audit
- IT Returns Filing of various entities
- Charitable Trust Audit
- Reconciliation of Accounts
- GST Returns
- Banking Finance Related Work (Processing of Business Loans)