

# PURVA SINGH

## CONTACT ME AT

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## OTHERS

- Cleared foundation level of Company Secretary (CS) course
- Served and mentored underprivileged children as a member of National Service Scheme (NSS) for 2 years

## SKILLS SUMMARY

- Communication
- Hardworking
- Leadership
- Multitasking

## INTERESTS

- Reading
- Traveling
- Dancing

## PERSONAL PROFILE

I am a professional lawyer with a demonstrated history of working in the field of Legal and Compliance, both domestic as well as international. Along with that I have fair knowledge and exposure as regards taxation related aspects.

## EDUCATIONAL HISTORY

**School Of Law, Devi Ahilya Vishwa Vidyalaya, Indore**

B.A.LL.B.(Hons) | 2013-2018

CGPA 7.82

**St. Raphael's H.S.School, Indore**

HSC | 2012-2013

Scored 75%

## WORK EXPERIENCE

**Associate, Legal & Compliance**

Intertrust Group, Chennai | Aug 2020 - present

- Handling corporate and legal compliance of various jurisdictions globally (Luxembourg, Cayman Islands, Netherlands)
- Exposure to legal and secretarial compliances
- Drafting of legal documents like agreements, minutes, notices, resolutions etc
- Assisted in drafting of SOPs relating to different process trainings
- Implementation of quality and other checks as per the requirement of the project

**Tax Consultant**

Brains & Taxes Private Limited, Indore | Sept 2018 - July 2020

- ROC compliances - Was leading the ROC team and handled company incorporation, strike off, annual filing, LLP incorporation, drafting of legal documents, minutes, resolutions and other annual compliances
- GST compliances - Aware about the return filing, audit, and comparative workings
- Income Tax – Basic know-how of return filing and assisted in company as well as tax audits
- Bank Audit– Was a part of the statutory audit team while conducting the audit of Allahabad Bank