

Cover Letter

To,
HR Department

Dear Sir/Madam,

Sub: Job application for Company Secretary

I am a Company Secretary, Qualified my CS Professional in June 2016 and looking for a good organisation to make a career in secretarial and legal matters. I am submitting keen interest for the position of Company secretary in your esteemed organisation.

To describe myself I am a professional fully dedicated to my work related to legal & secretarial aspects & related rules and regulations. I am having 2 years of post-qualification experience in the desired field. My ability to adapt adverse situations & the confidence to take up new challenges makes me a true professional.

Your organization operates in a professional, dynamic and vibrant environment. I can assure you that my experience & qualification accompanied with the knowledge and skills acquired during my job, would enable me to make a meaningful contribution to your organization.

I have attached my Curriculum Vitae (CV) for your perusal and look forward to an opportunity of meeting you soon.

Thank you for your consideration...

Regards,

Karishma
Company Secretary

RESUME

Karishma Company Secretary (CS) Mobile: +91- 8126403393 E-mail id: cskarishma8126@gmail.com <hr/> <u>Date of Birth:</u> 5 th June, 1995 <hr/> <u>Languages Known:</u> English & Hindi <hr/> <u>Address for Communication:</u> Jeetpur, Rawli Road, Gali No. 2, Muradnagar, Ghaziabad-201206 <hr/> <u>Present Residential Address:</u> Greater Kailash 1, New Delhi 110048 <hr/> <u>Objective & Career Goal:</u> My long-term aim is to be part of an organization which offers a highly challenging and fulfilling career and opportunity for personal growth. My short-term aim is to seek a career in an organization that encourage continuous learning and which provides me with a base to hone my professional experience. <u>Key strengths:</u> <ul style="list-style-type: none">• Positive mindset• Attentive• Adaptable• Determinate• Rapid learning capability <hr/> <u>IT Skills:</u> Proficient in working in an	Academic Qualifications:																			
	<table border="1"><thead><tr><th>Examination</th><th>Year</th><th>Marks</th><th>Board/ University</th></tr></thead><tbody><tr><td>B.Com</td><td>2014</td><td>66.85%</td><td>CCS University</td></tr><tr><td>Senior Secondary (10+2)</td><td>2011</td><td>80%</td><td>T.R.M Public School/ CBSE Board</td></tr><tr><td>Secondary (10th)</td><td>2009</td><td>71.2%</td><td>C.S.H.P Public School/ CBSE Board</td></tr></tbody></table>	Examination	Year	Marks	Board/ University	B.Com	2014	66.85%	CCS University	Senior Secondary (10+2)	2011	80%	T.R.M Public School/ CBSE Board	Secondary (10 th)	2009	71.2%	C.S.H.P Public School/ CBSE Board			
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Professional Qualifications:																				
<ul style="list-style-type: none">• LLB from CCS University Meerut in the year 2017.• Passed Company Secretary (Professional Programme) from ICSI in June 2016.• Passed Company Secretary (Executive Programme) from ICSI in December 2013.• Passed Company Secretary (Foundation Programme) from ICSI in December 2012.																				
Work Experience:																				
Company Name : V C Sharma & Associates (PCS)																				
Training :	1 st July 2015 to 30 th September 2016 (15 Months)																			
Position :	Trainee (Legal and Secretarial)																			
Company Name: M. Kumar & Associates (PCS)																				
Duration :	20 th January 2017 to 4 th April 2018																			
Position :	Company Secretary (Legal and Secretarial)																			
Company Name: Exclusive Overseas Private Limited																				
Duration :	6 th April 2018 to Present																			
Position :	Company Secretary (Legal and Secretarial)																			
Key Assignments Handled:																				
<ul style="list-style-type: none">➤ Incorporation of Private Companies, Public Companies and OPC.➤ Incorporation of LLPs.➤ Dealt with the process of Share Transfer in various companies as per the Rules and Provisions of Companies Act.➤ Assisted in Condonation of Delay in satisfaction of Charge.➤ Drafting of documents for striking off of company under FTE (Fast Track Exit) Scheme.➤ Striking Off name of Company through Form STK-2.➤ Trade Mark Search, Documentation & Applying the same.➤ Appointment and Cessation of Directors and Independent Directors.																				

internet environment.

- Alteration in MOA and AOA like change in Name, Object and Registered Office of the Company.
- Appointment and resignation of Auditors.
- Energetically pursued ROC Filing and handling all kinds of E-forms filing.
- Annual Filing of No. of Companies.
- Filing FLA Return of Company.
- Filing Return of LLP.
- Changing Name and registered office of LLP.
- Share Certificate Stamping.
- Drafting of Annual Report and Filing Forms related thereto.
- Preparing and maintaining Minutes book and various Statutory Registers of the Company.
- Conducting and holding Board Meeting, Committee Meeting and Annual General Meeting of Company.
- Drafting of Various Resolutions, Agreements, Petitions, Letters, Applications and Reply of certain Notices issued by ROC.
- Applying for Registration in Sales Tax and Service Tax.
- Role Check on MCA21 for Directors, Manager and Professionals.
- Applying for DSC and DIN of Directors.
- Increasing the Authorized Share Capital of the Company.
- Right Issue.
- Change of Registered office of the Company within the state and from one state to another.
- Registration in GST and applying various other licences for the Company.
- Payment of ESI and PF and generating challan of the same.
- Assisted in the process of SME IPO listing of Company on NSE.
- Having theoretical knowledge of Listing Compliances.
- Handling import remittances.

Other Personal Details:

Date of Birth : 5th June, 1995
Father's Name : Mr. Maharaj Singh
Nationality : Indian
Marital status : Unmarried

Declaration:

I hereby declare that the Particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Delhi
Date:

(Karishma)