

Career Objective

To work in a dynamic and challenging environment that offers opportunities for professional growth and learning. I aim to contribute meaningfully to organizational success by leveraging my legal, secretarial, and compliance expertise with a positive attitude and high efficiency.

Qualifications (Professional & Academic)

Course of Study	Institute / University /Board	Year of Completion
CS	ICSI	2021
B.Com	University of Mumbai	2019
L.L.B	University of Mumbai	2023
Class XII	Maharashtra State Board	2016
Class X	Maharashtra State Board	2014

Employment Details

A. Current Employment –

**YES Securities (India) Limited** *[Subsidiary of YES Bank Limited]*

**Designation** : Deputy Manager  
**Period** : September 2023 to till date

**Roles & Responsibilities:-**

- Assist in the execution of Board, Committees and General Meetings, including drafting agendas, minutes, and following up on Action Taken Reports (ATRs).
- Handle ROC filings in accordance with applicable statutory requirements.
- Coordinate and ensure timely completion of Secretarial Audit under the Companies Act, 2013.
- Maintain and update the Company’s Related Party list regularly.
- Manage the Company’s policy repository; ensure timely updates and reviews with relevant departments.
- Draft the Directors’ Report along with all necessary annexures and declarations in compliance with the Companies Act, 2013
- Liaison with the Regulatory Authorities, external agencies, legal professionals and Auditors etc.
- Maintain statutory registers as mandated under the Companies Act, 2013.
- Oversee the conduct of General Meetings, facilitate e-voting, and liaise with depositories, RTA, and scrutinizer.
- Handling fundraising assignments in compliance with applicable regulatory provisions
- Drafting, executing, and submitting applications and related documents to Stock Exchanges and Depositories for changes in the Company’s management and shareholding structure.
- Ensuring compliance under SEBI (Prohibition of Insider Trading) Regulations, 2015.

**Certification & Awards:-**

Awarded for Exemplary performance in Q3 FY 2023-24 and Q1 FY 2024-25

**B. Previous experience –**

**1. Omkar Realtors & Developers Private Limited**

**Designation** : Assistant Manager  
**Period** : April 2023 to August 2023

**Roles & Responsibilities:-**

- Liaised with Regulatory Authorities and coordinated with external agencies, legal professionals, and auditors.
- Filed various e-forms with the Ministry of Corporate Affairs, including annual filings for financial statements and annual return.
- Drafted correspondence with regulators and vetted legal agreements.
- Prepared CSR Committee documents and drafted relevant policies.
- Advised management on corporate secretarial and compliance matters.
- Drafted various corporate legal documents, including agreements and resolutions.
- Managed issuance and allotment of shares on a preferential basis.
- Prepared minutes of Board, General, and Committee meetings.
- Handled share transfers and maintained statutory registers as per regulatory requirements.

**2. SAP Corporate Consultant LLP**

**Designation** : Assistant Company Secretary  
**Period** : March 2022 to March 2023

**Roles & Responsibility:-**

- Managed Annual and Event-based Compliances for Group Companies, including both Private and Public Companies.
- Handled Annual Compliances for a Wholly-owned Subsidiary of a Foreign Company.
- Assisted in executing event-based assignments for Listed Companies.

**Key Assignment Performed:-**

- Assisted in the Secretarial Audit of a Listed Company.
- Independently handled the Secretarial Audit of a Wholly-owned Subsidiary of a Listed Company.
- Independently managed the Appointment of Directors via ROC back office.
- Filed applications for Compounding of Offences under the Companies Act, 2013.
- Filed applications for Condonation of Delay under the Companies Act, 2013.

**C. Articleship Training –**

**SAP Corporate Consultant LLP**

**Designation** : Management Trainee  
**Period** : February 2020 to February 2022

**Assignment Handled:-**

- Handled Annual Filings for Companies and LLPs.
- Executed Strike Off procedures for Companies and LLP.
- Managed conversion processes between Private Companies and LLPs (both directions).
- Drafted Director's Report and prepared Minutes for Board and General Meetings.
- Managed Incorporation of Companies and LLPs.
- Prepared and maintained Statutory Registers as per regulatory requirements.
- Drafted Resolutions, supporting documents, and managed procedures for:
  - ✓ Right Issue, Private Placement, and Bonus Issue

- ✓ Alteration of MOA & AOA (Change of Name, Object Clause, and Increase in Authorized Share Capital)
- ✓ Shifting of Registered Office (within and outside the state) for Companies and LLPs
- ✓ Appointment and Cessation of Directors
- ✓ Appointment of Statutory Auditors
- ✓ Drafting LLP Agreements, Supplementary Deeds, and associated documentation

### **Professional Strength**

1. Excellent written and verbal communication skills with the ability to convey complex legal concepts clearly.
2. Strong command over corporate laws, legal procedures, and regulatory compliances.
3. Highly organized with strong time-management and multitasking abilities.
4. Calm and composed under pressure, with a solution-oriented approach.
5. Passionate, dedicated, and committed to delivering quality work.
6. Flexible, adaptable, and an effective team player with a collaborative mindset.

### **Personal Details**

**Date of Birth :** 20<sup>th</sup> July, 1998

**Languages :** English, Hindi & Marathi

**Location :** Dombivli, Maharashtra- 421201