

# MADHURA K. GAIDHANI

## COMPANY SECRETARY

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### PROFILE

Recently qualified Associate Company Secretary (ACS) with practical exposure in MCA compliances, statutory filings, and drafting. Eager to contribute to corporate governance and regulatory compliance with strong research and documentation skills.

### EDUCATION

- CS Professional:** Institute of Company Secretaries of India (ICSI) - December 2024
- M.Com (External):** Savitribai Phule Pune University - April 2020 (First Class with Distinction)
- B. Com:** B.Y.K. College of Commerce, Nashik - April 2018 (First Class with Distinction)

### PROFESSIONAL EXPERIENCE

**FCS Sujata R. Rajebahadur**

(Aug 2023 – June 2025)

- CS Articleship, Nashik

- Managed **incorporation of Private Limited Companies, One Person Companies (OPC), and Limited Liability Partnerships (LLP)**, including drafting incorporation documents and LLP agreements.
- Handled annual ROC filings: **AOC-4, MGT-7/7A, XBRL, MGT-8.**
- Executed event-based compliances: **DPT-3, PAS-6, DIR-3 KYC, CHG-1/4, shifting of registered office, increase in authorised share capital, alteration of MOA/AOA, change in object clause.**
- Conducted Board Meetings and General Meetings: prepared notices, agendas, minutes, attendance sheets, and resolutions.
- Assisted in **Secretarial Audit** and preparation of **Diligence Reports, Search Reports, and Scrutinizer's Reports** for listed entities.
- Maintained **Statutory registers**, handled **director appointment/resignation (DIR-12)**, share transfer & transmission, **ISIN creation**, and CSR filings (CSR-1, CSR-2).
- Managed LLP compliance: **annual filings (Form 11, Form 8)**, partner **admission/retirement (Form 3 & Form 4).**
- Gained versatile exposure in ROC compliance, secretarial documentation, and corporate law matters for private, public, and listed companies.

### SKILLS & COMPETENCIES

- Technical Proficiency:** MCA Portal | MS Office Suite (Word, Excel, PowerPoint) | XBRL Filing Tools | Document Management Systems
- Professional Skills:** Problem Solving & Analytical Thinking | Scheduling & Task Prioritization | Client co-ordination | Attention to Detail & Accuracy

### PERSONAL DATA

- Languages known:** English, Hindi, Marathi
- City of Residence:** Nashik, Maharashtra
- Interests:** Cooking, Listening Music