

CS Ajay Patel

Email:ajaypatel1322@gmail.com

Mobile No: 9074314548



CARRIER OBJECTIVES:

Acquiring an opportunity as a responsible company secretary to leverage my respective abilities and training to improve the company's performance and potential by ensuring timely compliance with the Companies Act 2013, Stock Exchanges necessary, and SEBI regulations on the company's behalf in order to optimize and utilize my knowledge and skills within the organization

ACADEMIC QUALIFICATIONS:

Level	Institute	Year
CS Professional	ICSI	December 2020
MBA	DAVV Indore	January 2021
B. Com	DAVV Indore	December 2015
HSC	Madhya Pradesh State Education Board	March 2011
SSC	CBSE	March 2009

WORK EXPERIENCE:

1. **Kamal Sponge Steel & Power Limited (KJS Group of Companies) Satna as a Company Secretary. (April 2024 to till date)**

2. **8 Months as a Company Secretary and Compliance Officer. Shree Vasu Logistics Limited (NSE Listed Company) Raipur Chhattisgarh**

- a) Knowledge of Pre and post IPO compliances and documentation and listing process, Worked with the Merchant Banker in the Listing process.
- b) Practical Exposure of conducting Board, Committee and General Meeting (AGM & EOGM) of Listed Company
- c) Quarterly, Half yearly and Annual Compliances of Main Board Listed Company.
- d) Appointment and Resignation of Directors.
- e) Drafting of Various Civil Contracts, Ware housing agreements and Logistics Agreements.
- f) Timely Filling of Various forms and other information's to Stock Exchanges
- g) Assisting Management in framing Companies policies relating to business of the Company.

3. **1 Year and 6 Months as a Company Secretary and Assistant to CEO in RSAL Steel Private Limited (Ruchi Group of Companies) Indore.**

- Managed and ensured compliance with statutory and regulatory requirements, including preparing and filing necessary documents with regulatory bodies.
- Conducted board meetings, prepared meeting agendas, and maintained accurate minutes to ensure legal and regulatory compliance.
- Advised senior management on corporate governance best practices and facilitated communication between the board of directors and shareholders.
- Implemented effective corporate governance frame works to mitigate risks and ensure ethical business practices.
- Annual Compliances of Private Limited Companies.

4. **Internship**

- Completed **18 months** internship from Swati Mittal &Company (PCS Firm) Indore.

COMPUTER SKILLS:

- MS office applications
- Conversant with BSE, MCA, NCLT ,RBI and SEBI Portals
- Ability to take initiative and leadership quality
- Dedicated towards works
- Effective and efficient performance under stringent deadlines
- Enthusiasm to learn new areas and detail oriented

PERSONAL DETAILS:

Date of Birth	5th June1994
Nationality	Indian
Marital Status	Married
Languages known	Hindi & English
Permanent Address	V/p Kharmseda Bada Tola The. Maihar-485771 (M.P.)

DECLARATION:

The information stated above is true to the best of my knowledge and belief.

Date:

Ajay Patel

Place: Maihar

Signatory