

# CS NIKITA JAIN

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## ❖ PROFESSIONAL OBJECTIVE

To obtain a challenging position in a dynamic organization that allow me to explore my skills and capabilities fully for the growth of the organization.

## ❖ QUALIFICATION

### Professional Education:

- ✚ **Company Secretary having Membership number of the Institute of Company Secretaries of India**

### Academic Education:

- ✚ **Bachelor of Computer Applications (BCA) from Indira Gandhi National Open University – 1st Division**

## ❖ INTERNSHIP

### ✚ **GNK & ASSOCIATES, DELHI**

Period Served- 31<sup>st</sup> August, 2018 to 20<sup>th</sup> July, 2019 (Management Trainee)

### ✚ **SIGMA CORPORATE SOLUTIONS LIMITED, DELHI**

Period Served- 15<sup>th</sup> October, 2019 to 19<sup>th</sup> February, 2021 (Balance Period served)

## ❖ KEY DELIVERABLES

- Incorporation of Companies;
- Preparation and Maintenance of Statutory Registers (Physically, Electronically (both)), Minutes of board / committee / shareholders meetings;
- Allotment of shares and there Stamping with Stockholding, Appointment & Cessation of Directors;
- ***Periodical and Event based filings of client companies with Stock Exchange pursuant to SEBI Regulations and with MCA including XBRL filing of Financial Statements ;***
- Drafting of Resolutions & Documents w.r.t:
  - ✓ Appointment & Cessation of Directors; appointment of Auditors; increase in Authorized Share Capital; allotment of Shares; change of Name and Object;
- E-filing of Forms i.e. DPT-3, INC-22A, AOC-4, MGT-7, DIR-12, DIR-3KYC, CHG-1, CHG-4 etc.;
- Drafting of various documents for the annual compliances of the Companies Act;
- Reporting to RBI regarding FDI by filing FCGPR and other documents;
- Apply of PAN & TAN for the LLP;
- Conversion of Private Company into LLP, Public Company into Private Company;
- Carried Strike off of Company;
- *MSME Registration;*
- Preparing Search Report for Banks;
- IPR related work such as Trademark Search, its documentation etc.;

### **OTHER KEY DELIVERABLES:**

- Visit of various departments NCLT, ROC, SDM, RD department;

## ❖ COMPUTER AWARENESS

Working Knowledge of MS-Office (Excel, Word and Power Point), Webtel (XBRL)

## ❖ ASSETS

- Ability to work in a team environment;
- A Good Listener, Self-Motivation and Calm under pressures;
- Ability to analyses complex issues.

## ❖ BIOGRAPHICAL DATA

**Date of Birth:** 11<sup>th</sup> July 1994

**Language Known:** English, Hindi