

# CS Pramod Kalra

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**Seeking senior level managerial assignments in Legal & Secretarial with organization of repute**

## Professional Synopsis

- A dynamic professional with more than **4.5 years** of experience in Legal & Secretarial Operations with Listed entity.
- Presently associated with **Escorts Limited Group**, Faridabad as Assistant Manager (L02)-Legal & Secretarial and JV Compliances and also acting as Company Secretary of Tadano Escorts India Pvt. Ltd. (one of the group company of Escorts Limited)
- Comprehensive exposure in Corporate and Secretarial Compliances.
- A highly efficient and competent Company Secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions.
- Experience of attending meetings with Shareholders, Bankers, Board of Directors, Advocates and acting as a point of communication between them. Well presented and highly personable, with a deep knowledge of corporate regulatory and companies act. Excellent and highly efficient organisational work skills
- An effective communicator with excellent team building, relationship management, training & interpersonal skills.

## Key Skills

Secretarial Work & Listing Compliances  
Corporate Governance  
Corporate Laws

Time Management Skills  
Security Law  
Liaising & Coordination

## Organizational Experience

### PREFERRED JOB LOCATION: GURUGRAM, DELHI

#### Escorts Limited Group, Faridabad - Since March'19

#### AM cum CS at Tadano Escorts India Pvt.Ltd.

Company Secretary cum Assistant Manager: Since March, 2019

#### **About the Company**

The Escorts Group is an Indian engineering company that operates in the sectors of agri-machinery, construction and material handling equipment, and railway equipment. Headquartered in Faridabad, Haryana, the company was launched in 1944 and has marketing operations in more than 40 countries and Tadano Escorts is a Joint Venture Company of Escorts Limited and Tadano Limited.

#### **Key Deliverables**

- **Corporate Governance and Secretarial Services:-** Ensuring compliances of SEBI (Listing Obligations and Disclosures Requirements) Regulation, 2015 and Other SEBI Regulations.
- Handling all Corporate and Secretarial Compliances of Group Companies.
- Independently worked on Annual Reports of the Companies, Drafted Agendas, and Notice for Board Meeting and Shareholders Meeting and Minutes thereof.
- Managed and Assisted in Conducting Board Meetings and General Meetings.
- Handle Annual Fillings, XBRL Filing, various E-forms, Due Diligence & Secretarial Compliance.
- Managed and Assisted on XBRL, NEAPS and BSE Listing Centre software for Quarterly and various other Compliances.
- Compliances relating to FEMA and RBI at the time of inflow of FDI like FC-GPR, Foreign Assets and Liabilities.
- Maintaining Statutory Records & Registers of Company and its group.
- **Legal Drafting:-** Drafting and vetting of Legal Documents, Deeds and Business Agreements.
- To act as the Authorised representative in front of various regulators for various companies.

#### Apollo Tyres Group, Gurugram - June'17 to Feb '19

#### Officer cum CS at Classic Auto Tubes Limited

Company Secretary cum Officer (E-3): June, 2017 to Feb, 2019

#### **About the Company**

Apollo Tyres Ltd. came into inception in 1972 and has since been a trusted name in the business of manufacture and sale of tyres.

### Key Deliverables

- **Corporate Governance and Secretarial Services:-** Ensuring compliances of SEBI (Listing Obligations and Disclosures Requirements) Regulation, 2015 and Other SEBI Regulations.
- Handling all Corporate and Secretarial Compliances of Group Companies.
- Independently worked on Annual Reports of the Companies, Drafted Agendas, and Notice for Board Meeting and Shareholders Meeting and Minutes thereof.
- Managed and Assisted in Conducting Board Meetings and General Meetings.
- Handle Annual Fillings, XBRL Filing, various E-forms, Due Diligence & Secretarial Compliance.
- Managed and Assisted on XBRL, NEAPS and BSE Listing Centre software for Quarterly and various other Compliances.
- Assisted in Demerger of listed company (including listing of the securities with BSE & NSE).
- Compliances relating to FEMA and RBI at the time of inflow of FDI like FC-GPR, Foreign Assets and Liabilities.
- Maintaining Statutory Records & Registers of Company and its group.
- Assisted in various compliances of NBFC's and LLP.
- **Legal Drafting:-** Drafting and vetting of Legal Documents, Deeds and Business Agreements.
- To act as the Authorised representative in front of various regulators for various companies.

### **Moser Baer India Limited, New Delhi - Feb'15-June'17**

Officer-Legal and Secretarial: June, 2016

Compliance Executive and Management Trainee: February, 2015

### **About the Company**

Moser Baer India Limited is a leading global tech-manufacturing Company. Established in 1983, the company is one of world's largest manufacturers of Optical storage media like CDs and DVDs, and Solid state Media like pen drives, flash memory card.

### Key Deliverables

- Independently worked on Annual Reports of the Companies, Drafted Agendas and Notice for Board Meeting and Shareholders Meeting and Minutes thereof.
- Handled all Corporate and Secretarial Compliances of Group Companies.
- Handled Annual Fillings, XBRL Filing, various E-forms, Due Diligence & Secretarial Compliance.
- Assisted in Conducting Board Meetings and General Meetings
- Assisted in Postal ballot of Listed entity.
- Maintaining Statutory Records & Registers of Company and its group.
- Charge: Creation, Modification and satisfaction and Assisting in Loan Documentation
- Handle compliances of SEBI (Listing Obligations and Disclosures Requirements) Regulation, 2015 and Other SEBI Regulations.
- Handled Investor Grievances Redressal for various Entities.
- Independently worked on XBRL, NEAPS and BSE Listing Centre software.
- Communication with shareholders, stakeholders, Government and Regulators.
- **FEMA and RBI:-** Assisted FCCB conversion into Equity shares of listed company and Filing various forms.
- Filing of Annual Return on Foreign Assets and Liabilities.
- **Legal Drafting:-** Drafting and vetting of Legal Documents, Deeds and Business Agreements
- Managed Compliance under various laws and advising on various legal and secretarial matters.
- Managed various litigation, Attending legal matters and departmental proceedings.
- To act as the Authorised representative in front of various regulators for various companies.

### Academics

- ❑ Pursued LLB (3<sup>rd</sup> year) from I.M.E Law College -2016 to 2019
- ❑ **Company Secretary** from The Institute of Company Secretaries of India (ICSI) in June 2015
- ❑ **B.Com** from Shivaji College, University of Delhi with 77.5% in the year 2011-2014
- ❑ SSE and HSE from C.B.S.E.

### IT Skills

- ❑ Highly proficient in XBRL Software.
- ❑ Well versed with MCA Portal.

- Well versed with NEAPS and BSE Listing Centre Software.
- Well versed with MS Office.

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**Extra Curriculum Activities and Achievement**

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- Merit Certification in BCOM for secured 2<sup>nd</sup> position.
- Certification in Eco Club Competition in High School
- Frequently participated in Sports, Dance in Inter College and Inter School Competition.

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**Strengths**

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- Quick Learned, able to grasp new ideas and concept.
- Positive attitude and constantly trying to improve.
- Confident, Honest, dedication and deeply committed towards work.
- Ability to adapt and modify according to organization need.

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**Personal Profile**

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- Date of Birth : 27<sup>th</sup> November, 1992
- Language Known : English, Hindi and Punjabi
- Interest : Writing, Social Work, Listening Music and playing outdoor game.

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**Declaration**

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All information mentioned above is true to the best of my knowledge.

**Pramod Kalra**  
(Associate Company Secretary)