

SHILPA ANIL BHARGAVA

Company Secretary, B.Com(Computer application)

FCS No. F13255

Mobile: +91 -9823234707

E-Mail: csshilpabhargava@gmail.com

SKILL SET

Secretarial Operations:-

- ↳ Conducting Board Meetings, Committee Meetings, and Members Meeting as required under Companies Act & SEBI (Listing Obligation & Disclosure Requirements) Regulations, 2015 involving issuance of notices, drafting agenda, recording minutes & preparing Annual Reports.
- ↳ Preparing & filing Quarterly, Half year & yearly Compliances under SEBI (Listing Obligation & Disclosure Requirements) Regulations, 2015 and all other necessary documents, registers, forms & returns as required under the Companies Act & Other statutory acts, Secretarial Audit, Stock Exchange & ROC matters.
- ↳ Handling secretarial compliance, OFS, all secretarial matters, overseeing the financial & legal affairs of the Companies & resolving ROC matters along with coordinating with auditors.

A focused Professional, believes in continuous learning and an innovative approach; adaptable and a quick learner; possess skills to work under pressure. My immediate objective is to work for the progress of your company, prove to be an asset for organization I am associated with and to establish off myself in this work world eventually. Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment. *Currently my primary focus is career growth.*

PROFESSIONAL EXPERIENCE

Currently Working with:-

Organisation : IDEAL ENERGY PROJECTS LIMITED*, Nagpur (Group Company of CIAN)
Designation : Company Secretary
Duration : From 21st April, 2023 till date
Experience : 01 year and 07 Months

* Ideal was under CIRP, NCLT (Mumbai Bench) approved the Resolution plan & Company was taken over by the Current Management.

Previous Work Experience:-

Organisation : CIAN AGRO INDUSTRIES & INFRASTRUCTURE LIMITED, Nagpur (Listed-BSE)
Designation : Company Secretary & Compliance Officer
Duration : From 01st June, 2019 till 20th April, 2023
Experience : 3 Years and 10 Months

Previous Work Experience:

Organisation : ARTEFACT PROJECTS LIMITED, (Listed-BSE) Nagpur.
Designation : Company Secretary & Compliance Officer
Duration : From 13th Aug, 2014 till 31st May, 2019
Experience : 4 Years and 10 Months

Details of Apprenticeship:-

Organisation : Gupta Sarda & Bagdia Chartered Accountant Firm, Nagpur.

Designation : Apprenticeship Trainee

Duration : May, 2011 – September, 2012

Practical Training at OFFICE OF OFFICIAL LIQUIDATOR, High Court of Bombay at Nagpur.

Key Deliverables:

- ↪ Compliances with BSE involving filing of all Quarterly, Half-Yearly, Yearly, Event based & Annual Reports, Certificates, and Disclosures as required under Listing Agreement and SEBI (Listing Obligation & Disclosure Requirements) Regulations, 2015
- ↪ Incorporation of Companies as per Companies act, 1956 & Other Procedural aspects related to the same.
- ↪ Redressal of various complaints from Securities and Exchange Board of India (SCORES)
- ↪ Handled OFS, Reclassification of Shares & assisted on Merger & Amalgamation
- ↪ Changing the Registered office, Name & Object Clauses of the Companies
- ↪ Allotment of Shares ,Debentures & Increasing the Authorised Share Capital of Company
- ↪ Preparation & Filing of Forms, Annual Return of the Companies with Registrar Of Companies
- ↪ Preparation of Director Identification Number (DIN) and Digital Signature Certificate (DSC)
- ↪ Preparation of Annual Report, Secretarial Compliance Certificate, Statutory Registers
- ↪ Preparation & filing of Charge Creation and related documents with their Satisfaction
- ↪ Done with Preparation & Alteration of Articles and Memorandum of Association
- ↪ Drafting of Agenda, Notices, Resolutions, Minutes of Board Meetings and AGM/EGM of all the assigned Companies.
- ↪ Incorporation of Section 8 Company, LLP'S and its Compliances with ROC.
- ↪ Drafted Annual Reports & filing of annual return, E- Forms.
- ↪ Responsible for Filling and filing of various other e-forms/ documents with ROC & Stock Exchange.
- ↪ Handled Secretarial Audits & Statutory Audits of the Companies.
- ↪ Other Statutory Compliances under Corporate Laws & Listing Agreements.

EDUCATIONAL CREDENTIALS

- ↪ **Member of Institute of Company Secretaries of India**
- ↪ **Company Secretary- February 2014, Membership Number-A36207**
- ↪ B.Com(Computer Application) from (Nagpur University) in 2009 – 58%
- ↪ Class 12th from Maharashtra State Board in 2006- 54%
- ↪ Class 10th from Maharashtra State Board in 2004- 70%

IT FORTE

- ↪ Well versed in MS-Office & Internet Applications.

Successfully completed compulsory computer training course specified by ICSI.

BEYOND CURRICULUM

- ↳ Winner of Corporate Quiz organised by Nagpur Chapter of ICSI in September, 2013.
- ↳ Participated in Seminar, Competitions, Quiz at College level.
- ↳ Participation in School and College level Cultural Meets.
- ↳ Member of Organising Committee of ICSI Chapter Nagpur.
- ↳ Attended Regional & National Conference organised by The Institute of Company Secretaries of India.

PERSONAL SNIPPETS

Date of Birth	:	15 th July, 1987
Marital Status	:	Single
Languages Known	:	English, Hindi,
Hobbies	:	Listening Music.
Address	:	Flat No. 507, 'Shree Raj Tower', Plot No. 1 & 2, Prakash Nagar, Nagpur-30
Contact Details	:	+91-9823234707

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

(Shilpa Bhargava)