



Curriculum Vitae

Eenasri Mitra

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Aim

Aspire to excel my career where I can invest my knowledge and skills to professionally assist the organisation in reaching its goals and long term achievement. I further would seek to upgrade my knowledge, boost my learning capacity, enhance my skills and establish myself as an elite professional.

Education

| Qualification | College/University | Board/University | Year |
|----------------------|--|-------------------------|-------------|
| X | St. John's Diocesan Girls' H.S. School | WBSE | 2005 |
| XII | St. John's Diocesan Girls' H.S. School | WBSE | 2007 |
| Bachelor of Commerce | South City Day-Calcutta University | Calcutta University | 2010 |

Professional Qualification

I am a Company Secretary. I cleared my Finals in the examination held in December 2020.

Professional Experience-Internship

| Time Period | Firm | Designation |
|--|------------------------------------|-------------------------|
| 15 months (from 28 th January, 2015 to 30 th April, 2016). | B.K. Barik & Associates | CS- Management Trainee. |

Assignments handled during the training period are annexed as **Annexure A.**

Professional Experience-Job

| Time Period | Firm |
|---|-------------------------------------|
| 2 years and 8 months (from May 2016 to December 2018) | B. K. Barik & Associates |

| Time Period | Company | Designation |
|---|---|-----------------------------|
| 7 months (from 25 th February, 2019 to 30 th September, 2019). I resigned due to unavoidable circumstances. | MSP Steel and Power Limited, a Public Listed Company | Assistant Company Secretary |

Assignments handled during my tenure as an **Assistant Company Secretary** are annexed as **Annexure B.**

Computer Skill

- Learnt computer from NIIT
- Did Diploma in Computer Application from CMC
- Proficiency in MS Office

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GST Certification

I have successfully completed course on GST conducted by the MSME, GOI and TaxGuru and have the exam clearance certificate.

Hobbies

- Reading. I am a Bibliophile, way before I got to know the term.
- Writing/Blogging
- Solving Sudoku
- Playing Chess
- Painting

Area of Interest

- Literature
- History
- Politics
- Sports
- Monetary Policy
- Accountancy
- Taxation
- Travelling and exploring new places

Area of Strength

- Honesty
- Sincerity
- Hard working
- Command over Bengali, English and Hindi
- Patience
- Eagerness to learn

Personal Information

- Father's name: Mr. Sarathi Mitra
- Mother's name: Mrs. Namita Mitra
- Date of birth: 29th August, 1988
- Nationality: Indian
- Religion: Hinduism
- Caste: General
- Permanent address: 71/3 Sodepur First Lane, P.O. Haridevpur, Kolkata-700082

I hereby declare that the information mentioned above are true and to the best of my knowledge.

Eenasri Mitra

Kolkata

15th April, 2021.

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Annexure A

Assignments handled during training period.

1. Secretarial

- Drafting
- Participated in Secretarial Audit of the Company.
- Participated in Share Transfer under Companies Act, 1956.
- Participated in preparation of Quarterly Compliance Report for client companies.
- Participated in preparation of Statutory Compliance Report for client companies.
- Prepared Notices, Agenda & Minutes of Board Meeting, General Meeting and other Committee Meetings.
- Filing of various e-forms including annual forms.
- Compliance with other statutory provisions under Companies Act.

2. Accounts

- Participated in preparation of financial statements and consolidation of accounts.

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Annexure B

Assignments handled during working period.

1. Secretarial

- Prepared legal deed precisely partnership agreement, rent agreement, trust deed, deed for the HUF, LLP formation papers etc.
- Creation of charge and related works.
- Preparation of Search and Status report
- Preparation of KYC documents
- Application of DSC
- Appointment, resignation and change of Director and KMPs
- Sale of company and related work falling under the CS department.
- Issue, allotment, split and transfer of share, filling of share transfer form along with DRF.
- Preparation of Director's Report and the attachments
- Work related to change of name of company, change of registered office, change in object clause and the like.
- Opening of bank account of the company
- Work related to obtaining of ISIN of a company and preparation of all the documents.
- Participated in Share Transfer under Companies Act, 2013.
- Documentation to obtain Central Government Permission on certain issues.
- Preparation and filing of all the forms required to under the SEBI/Stock Exchange rules and guidelines on a quarterly, half yearly and annual basis.
- Participated in preparation of Quarterly Compliance Report.
- Participated in preparation of Statutory Compliance Report.
- Participated in preparation of Annual Report of the company and looked after printing and distribution of same.
- Participated in the 50th Annual general Meeting of the company, and did works covered under the CS zone.
- Participated in amendment to MOA & AOA.
- Prepared Notices, Agenda & Minutes of Board Meeting, General Meeting and other Committee Meetings.
- Filing of various e-forms including annual forms for the company and LLP.
- Maintained Statutory Registers under Companies Act, 2013.
- Compliance with other statutory provisions under Companies Act.
- Drafting
- Process of amalgamation of companies

2. Accounts

- Participated in Statutory Audit & Internal Audit.
- Participated in preparation of financial statements and consolidation of accounts.

3. Other work

- Participated in obtaining Short Term and Long Term Loans for the company.
- Participated in Loan Documentation including Deed of Hypothecation and Mortgage, Escrow Agreement and Property Undertaking.