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Dear Sir /Madam

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall background, training, education and skills.

I assure you that I can successfully fulfil any obligations requiring of any responsibility upon your Organization. I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth. I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any Organization goals. My positive attitude and willingness to give my efforts makes me a valuable asset to any organization that would employ me.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which hopes to learn more about goals and plans of your Organization and how to contribute towards its continued success and growth.

Thank you for your time.

Sincerely

**DUSHYANT GUPTA**

**ACS, M.com**

**DUSHYANT GUPTA**

Mobile: 9990794207

E-Mail: dushyantgupta75@gmail.com

***Career Objective***

To pursue a dynamic and challenging career with an organization of repute, which offers me an opportunity to utilise acquired knowledge and enhance professional skills while contributing towards the overall success of organization.

***An Overview***

* Presentlyworkingwith Practisingcompany secretary since 15th February, 2016.
* Undergone fifteen months practical training in **SJVN LIMITED, Shimla.**
* Exceptionally well organised with a track record that demonstrates self-motivation, creativity and initiatives to achieve the set goals.
* A quick learner with the ability to work under pressure and meet deadlines.
* Possess team spirit thereby helping in the easy achievement of the organizational & personal goals in an organised way.

 ***Academic Qualification***

* **M.COM** from IGNOU.
* **B.Com.** from HIMACHAL PRADESH UNIVERSITY.
* **10+2** from HPSSB (HIMACHAL PRADESH).
* **10th** from HPSSB (HIMACHAL PRADESH).

***PROFESSIONAL* *Qualification***

* **Associate Company Secretary (**ACS) Membership No. A50388

 ***Training***

**Organisation :**  **SJVN Limited, Shimla**

Duration : 10th July, 2014 to 09th October, 2015

***ASSIGNMENTS HANDLED, WORK EXPERIENCE***

**Legal Drafting and Documentation;**

* Preparing reply for legal notices serve on the Company.
* Documentation for quarterly and Annual Compliance of SEBI (LODR).
* Assisted in Preparation of Agenda and Minutes of Board Meetings and General Meetings.
* Assisted in Preparation of Notice, Directors’ Report, Search Report, Compliance Certificate, Due Diligence Report and all kind of Resolutions, Petitions, and Replies.
* Maintenance of various Statutory Registers including Register of Directors, Register of Directors’ Shareholding, Register of Mortgage & Charges, Register of Contracts, etc

**The Companies Act, 2013**

* Creation, modification and satisfaction of Charges.
* Change in object clause of a Company.
* Increase in Authorized Share Capital.
* Assisted in preparing documents for Postal Ballot.
* Preferential allotment and Right Issue of shares of the Company.
* Inspection of documents with ROC and preparation of search report.
* Transfer and Transmission of Shares.
* Assisted in preparation of Agenda and Minutes of Board Meetings and General Meetings.
* Assisted in conducting Board Meetings of companies.
* Assisted in preparation of Notice, Directors’ Report.
* Filing of various Forms with Registrar of Companies (ROC).

**Others**

* Liaisoning and dealing with various authorities and departments like ROC, RD and Stamp Duty Office.
* Inspection of Documents available with ROC.
* Drafting of Replies to Queries raised by ROC and SCORES.
* Registration of DIN.
* Applying for DSC.

**Computer Proficiency**

* Proficiency in MS Office (Word, Excel, Power point).
* Internet & Related applications.

***PERSONAL VITAE***

Father’s Name : Sh. Moti Ram Gupta

Nationality : Indian

Language known : English, Hindi.

Sex : Male

Marital Status : Unmarried

Date of Birth : 27-08-1992

Correspondence Address : D-373, 1st Floor, Laxmi Nagar,

 New Delhi-1100092

Permanent Address : VPO Raison, Distt. Kullu,

 Himachal Pradesh -175128.

Date: (Dushyant Gupta)

Place: New Delhi