**DEEPIKA MENDIRATTA**

**M.No.** A67460

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**CARRER OBJECTIVE:-**

To work with an organization that offers an opportunity to work in a healthy and exciting environment and to secure a good position in this ever-expanding field of secretarial and legal by virtue of my dedication and sincerity.

**PROFESSIONAL SUMMARY: -**

***Work Experience***

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| --- | --- | --- | --- |
| **S.No** | **Name of the Organisation** | **Designation** | **Duration** |
| 1 | Escorts Kubota India Pvt Ltd | Management Trainee | July’2020 to February,2021 |
| 2 | CMR Group (CMR Green Technologies Limited) | Management Trainee | March’2021 to October’2021 |
| 3 | CMR Group | Company Secretary | October’2021 to Till date |

***Responsibilities current handling:***

1. **Secretarial Work**

* Preparation of e-forms MR-1, CHG-1, DIR- 3, MGT-14, PAS-6, INC-28, MGT-7, AOC-4, MSME-1, INC-22, DIR-6, DPT-3, CHG-4, DIR-12, DIR-3 KYC, PAS-3, INC- 24, ADT -1, CRA -2, SH - 7 etc.;
* Drafting of Board, Committee Meeting, General Meeting notices, Minutes, attendance slips, Circular Resolutions, Shorter notice consents, Board’s Report etc.
* Maintenance of Tracker of resolution of shareholder meeting & Board Meeting.
* Maintaining records of business items passed in Board, Committee Meetings and General Meetings;
* Maintenance of data of appointment and resignation of KMPs;
* Updating of statutory registers of the Company.
* Assisted in Compliances for Increase of Authorized Share Capital, Paid up Capital, bonus Issue and Subdivision of Shares, Change of Name of Company.

1. **Other legal matters**

* Name, address and Capital updation in the records of NSDL and R&TA;
* Liasoning and Independently handled Corporate Actions with NSDL and CDSL.
* Creation of ISIN with CDSL & NSDL
* Demat account opening of body corporate and Individuals,
* Vetting of Contracts & NDAs
* Preparation of Compliance chart Calendar under different laws;
* Assisted in of Post Merger Compliances.
* Assited in preparation of Draft Documents, MIS for filing draft red Herring Prospectus.
* Registration of Company on Scores platform.
* Assisted in preparation of Articles of Association of the Company for IPO.

***Experience in:***

1. **FEMA Compliances:**

* Assistance in drafting of Verification and Authority Letter for registration on FLAIR Portal.
* Assisted in filing FLA Return on the firms portal of RBI on the basis of audited financials.

1. **Legal Compliances:**

* Assistance in drafting process for Board performance evaluation and SOP for Board Meeting;
* Assisted in filing of RTI applications and appeals; and
* Proactive monitoring of daily notifications, circulars etc. related to Company Law and for SEBI to some extent .

**ACADEMIC & PROFESSIONAL CREDENTIALS: -**

* **Professional Qualification**

|  |  |  |
| --- | --- | --- |
| **Course** | **Group** | **Month and Year of Passing** |
| CS Professional | Group I | August /2019 |
|  | Group II | August /2019 |
|  | Group III | February/ 2020 |
| CS Executive | Group I | August /2017 |
|  | Group II | February/2017 |
| CPT |  | July/2015 |

* **Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/University** | **Location** | **Year of Completion** |
| B.Com | School of Open Learning, Delhi University | Delhi | 2018 |
| Higher Secondary(12th) | CBSE | Faridabad | 2015 |
| Secondary(10th) | CBSE | Faridabad | 2013 |

**PERSONAL DETAILS:-**

**Date and Place of Birth**: 15/03/1997 and Faridabad

**Language Proficiency:** English and Hindi

**Address**: House no. 675 Sector 8, Faridabad, Haryana

**Interpersonal Skills**: Willingness to learn, time management and communication

Skills