

CS BHUMI VAID MEHTA

Contact No. 9016524695 E-mail: vaidbhumi92@gmail.com

CAREER OBJECTIVE

To be a part of a progressive organization where my skills and knowledge can be utilized towards the advancement of the organization and my growth.

WORK EXPERIENCE

- Associate with the PCA Firm M/s. Parikh Shah Chotalia & Associates, Vadodara for 8 month in the year 2017.
- Currently working in M/s. Sawan Engineers Pvt. Ltd. From Last One Year.

SKILL SETS

- Analyzing the Memorandum and Article of Association as per company's stand
- Convening and conducting of Board and Annual General Meetings
- Maintenance of all statutory Records and Registers as required under the provisions of Companies Act
- Preparing Notices, Director Report, Resolutions & minutes of AGM, EGM, BM and Committees Meeting
- Creation, Modification, Satisfaction of Charges and filing of respective forms with ROC thereto.
- Drafting of Resolution and Documents.
- Incorporation of the Company including application for DIN and filling of respective forms with the ROC and post incorporation formalities thereto under companies Act 2013.
- Appointment, Change in Designation & Cessation of Directors.

TRAINING & DEVELOPMENT PROGRAMME

- Successfully passed the "COMPUTER TRAINING" with APTECH in accordance with the requirements of The Institute of Companies Secretaries of India
- Completed 15 months Management Training under Vijay Bhatt & Co., Practicing Company Secretary, Vadodara

PROFESSIONAL QUALIFICATIONS

- Passed Professional Programme from ICSI in December 2017.
- Passed CS (Executive Programme) from ICSI in December 2015.

ACADEMIC QUALIFICATIONS

<u>Examination</u>	<u>Percentage/Class</u>	<u>Passing Year</u>	<u>Board/University</u>
Master of Commerce	2 nd Class	2014	Sardar Patel University
Bachelor in Commerce	1 st Class	2012	Maharaja Sayajirao University
H.S.C	74.00%	2009	Gujarat Secondary and Higher Secondary Education Board
S.S.C	70.00%	2007	Gujarat Secondary and Higher Secondary Education Board

PERSONAL PROFILE

- **Date of Birth:** 05th September, 1992
- **Age:** 27 Years
- **Languages Known:** Gujarati, Hindi & English.
- **Marital Status:** Married
- **Interest:** Music, Drawing
- **Address:** 401/A Saket Flats, B/h. Ward Office 6, Akota, Vadodara-390 020