**AMIT KUMAR SINHA**

**Mobile:** **+91-9718876023/ +91-8587961943**~ **E-Mail:** **aks258@rediffmail.com**

**MIDDLE MANAGEMENT PROFESSIONAL**

**Company Secretarial Operations ~ Legal Affairs ~ Corporate Governance**

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| **AN OVERVIEW*** **An efficient and competent professional with 10+ years of experience in** Company Laws, Securities Laws, Labour Laws Commercial Laws, Income Tax, Sales-Service Tax, GST Laws,

 * **Major areas in ROC compliance, carrying out changes in the memorandum and article of association, filing charges** and board and annual general meetings and maintenance of all statutory records and registers as required under the provisions of Companies Act.
* **Experienced in drafting and vetting of various agreements**, liaison with different deptts, Legal Counsels for cases & proceedings and publication of public notices, etc on behalf of the company.
* **Exposure in Tally, Book Entry, Retail Investment Planning, Individual and Corporate Taxation**
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**EMPLOYMENT HISTORY**

* CS. Nirbhay Kumar & Associates, Delhi as Secretarial Assistant. Since Dec’16
* CA. Pankaj Kumar & Associates, Delhi as Assistant. Oct’15-Dec’16
* CS. Nirbhay Kumar & Associates, Delhi as Secretarial Assistant. Apr’12-Sept’15
* Aravali Infrapower Limited, Delhi as Assistant to CS & Legal. Jun’08-Apr’12

**FUNCTIONS AND RESPONSIBLITIES**

**Companies Act:-**

* Maintaining Secretarial Compliances under Companies Act 2013, 1956, LLP Act 2008.
* Filling returns w.r.t. regular compliances for appointment- resignation, Alteration of Moa-AOA, borrowing, filing of Annual Returns.
* Preparation of statutory registers, records, minutes, notice and other documents under various Acts.
* Drafted agenda of meeting, minutes books, registers & records, and other documents.
* Filing petition, reply of notices to Roc/RD & other authorities
* Documentation of Petitions for Merger –Demerger.
* Documented merger of subsidiary, DRHP for Public issue.
* Drafting legal contracts including JV Agreement, partnership agreements, petitions and application under companies act filed with NCLT, OL, Income Tax, and ROC.

**Taxation:-**

* Registration and filing of Income Tax Returns of Individuals and companies, GST Returns.
* Replying of notice of Income Tax Authorities w.r.t assessment, scrutiny.
* Tally Related work.

**Securities Laws:-**

* Formalities of registration with depository in respect of dematerialisation and transfer and transmission of Shares. Stamp Act.

**Other Laws:-**

* Obtaining IEC from DGFT, FSSAI Registration, IPRs Registration & reply /Follow-up for Trade Mark Application.
* Managed vendor registration with govt departments for water ATM Machines & preparation of tender Documents. Registration on GEM, Start Up.
* Taken registration and other compliance under, Labour Laws, ESI Act, Maintenance of statutory registers & filing of returns,
* Rendered assistance in drafting of Commercial & other Agreements for JV, supply/services contracts, POA,

**PREVIOUS EXPERIENCE**

**Avinashalok Consultants Pvt. Ltd.,(Share Trading Firm) India as Senior Manager Nov’04-June’08**

**Bajaj Capital Ltd., (Investment Firm), India as Financial Assistant Jan’ 02-May’04**

**EDUCATION &CREDENTIALS**

* **Company Secretary** **from ICSI (2019).membership awaited**
* **PG Diploma in International Management** from All India Management Association (AIMA),New Delhi in 2003
* B.Sc. from Magadh University, Bodh Gaya in 1993

**PERSONAL DETAILS**

 Date of Birth 25th October, 1969

 Address D-371, Bhagwati Garden Extn. Uttam Nagar, Delhi, India

 Languages Known English and Hindi