

Chitra Jaiswal

Membership No.: ACS 54257

Mobile no.: +91 9038332708

19/5 Sukanto Pally, Jhowtala Hanuman Manir Gully, Kolkata-700157

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Profile Summary:

A Qualified Company Secretary from the batch of June'16 having experience as a CS in a Real Estate Company almost one and half year and a Listed Company of almost half year, handled various assignments related to Companies Act 2013, Income Tax, 1961, GST, etc..

Career Objective:

To be associated with a progressive organization that gives scope to apply and enhance my knowledge and skills and to be a part of a team that dynamically works towards the growth of the organization.

Educational Qualification:

Degree/ Course	Year	Result	Institution/Board/University
M.Com	2016	63.2%	Goenka College Of Commerce & Business Administration (C.U)
B.Com (Hons.)	2014	59.33%	Shri Sikshayatan College (C.U)
Higher Secondary	2011	82.75%	Gyan Bharati Balika Vidyalaya (W.B.C.H.S.E)
Secondary	2009	62.5%	Gyan Bharati Balika Vidyalaya (W.B.B.S.E)

Professional Qualification:

Examination	Month, Year	Result
C.S.FINAL	June, 2016	52.125%

Professional Experience:

M/s IKF Technologies Limited, IT/ISP Based Company (Period: 17th September, 2019 to 27th February, 2020)

Responsibilities:

- Preparing and drafting of Board Notes, Agenda for Board Meetings and minutes of the Board Meetings.
- Preparing and sending prior intimation of Board Meeting in pursuant to Regulation 29 of SEBI (LODR),2015 to the Stock Exchange
- Preparing and filing of outcome of Board Meetings and Annual General Meeting to the stock exchange
- Preparing and filing of Shareholding Pattern and Corporate Governance Report
- Preparing and Filing of Income Tax Returns
- Preparing and filing of TDS Returns.
- Other assignments relating to compliance of Companies Act, 2013 and SEBI (LODR), 2015 and filing up forms with ROC and Stock Exchange.

M/s Brajbhumi Nirmaan Private Limited, Real Estate Development Company (**Period:** 23rd April, 2018 to 10th September, 2019)

Responsibilities:

- Preparing and drafting of Board Notes, Agenda for Board Meetings and minutes of the Board Meetings.
- Handled assignments relating to the Resignation and appointment of Directors as per Companies Act 2013,
- Handled assignments relating to the Charge Creation and Satisfaction of Charge as per Companies Act 2013
- Preparing and Filing of Income Tax Returns
- Preparing and filing of TDS Returns.
- Preparing and filing of GST returns
- Other assignments relating to compliance of Companies Act, 2013 and filing up forms with ROC.

Internship Experience (Management Training):

Mitul Jain and Associates, Practicing Company Secretary (**Period:** 1st Dec, 2016 to 30th Nov, 2017)

Responsibilities:

- Preparing and drafting of Board Notes, Agenda for Board Meetings and minutes of the Board Meetings.
- Handled assignments relating to the Resignation and appointment of Auditors as per Companies Act 2
- Other assignments relating to compliance of Companies Act, 2013 and filing up forms with ROC.

Computer Proficiency:

- Proficient in business application software viz. MS Word, MS Excel, MS Power Point.
- Proficient in Tally ERP.

Interests

- Writing Poems, articles, etc.
- Reading Novels, articles or Poems
- Travelling
- Listening to Songs

Strengths

- Hard Working
- Adaptive
- Patient
- Punctual
- Versatile

Personal Information:

Nationality	:	Indian
Date of Birth	:	31st May,1994.
Father's Name	:	Mr. Bishnu Jaiswal
Languages Known	:	English, Hindi & Bengali
Present Address	:	19/5 Sukanto Pally, Jhowtala Hanuman Manir Gully, Kolkata-700157
Permanent Address	:	18A Gora Pado Sarkar Lane, Kolkata-700067