



**Career Objective:**

To give effective and result oriented performance for attaining the goals set by the Organization and be a part of that organization that can utilize my abilities up to my extremes.

**Experience:**

**Previous Experience:**

1. M/s. Shailja Sharma & Associates, Jaipur since September 2013 to 31st December 2013.  
As a Assistant Company Secretary
2. M/s. Competent Finlease Private Limited, New Delhi since January, 2014 to 15th May, 2018.  
As a Company Secretary

**Work responsibilities are as under:**

- Preparation of documents and filling relevant forms relating to Incorporation of Private Limited Company.
- Preparation of Annual Report, AGM notice, Directors Report.
- Work related Shifting of Registered Office of Company within the same state or one state to other state.
- Preparation of documents and filling relevant forms relating to Change the name of the Company.
- Preparation of Minutes books of Various Companies.
- Preparation and Monitoring of Statutory Register of Various Companies.
- Preparation of Shares Certificate for share holder of Company.
- Working related to Share Allotment and transfer of Shares between Shareholders.
- Increase in Share Capital, Allotment, Share Transfers, Name Change, Object change of the company.
- Preparation of Search Report for Charge.
- Preparation of Documents and filling of relevant forms relating to Auditor appointment and resignation.
- Incorporation of companies under new companies Act 2013.
- Drafting of Lease Agreement, Notices, power of attorney.
- Preparation of documents and filling relevant forms relating to Appointment of Director and Resignation of Director or appointment of Independent Director.
- Monitoring Loan, Investment and Deposits Transaction's of Various Companies as Per Provision of Company Act, 2013
- Conducted Board Meeting and General Meeting of the company.
- Prepare Various Resolutions passed in Board Meeting and General Meeting.
- Drafting of Notices of Board Meeting and General Meeting.
- Work relating to Director Identification Number (DIN) and Digital Signature Certificate (DSC).
- Filling of Annual Returns of Various Companies.
- Alteration of Memorandum of Association and Articles of Association.
- Work related to Appointment of Whole Time Director (WTD) and Chief Financial Officer (CFO).
- Working of Issue Bonus Shares as per Companies Act, 2013.

**Current Experience:**

Working with Unique Builders, Tonk Road, Jaipur from May, 2018 To Present.  
As a Company Secretary of the Group.

**Work responsibilities are as under:**

- Preparation of Various Certificate of Various Companies.
- Working related to re-appointment of Whole Time Director (WTD).
- Working related to removal of Director U/s. 169.
- Preparation of documents and filing of form related to Charge Creation and satisfaction.
- Preparation of Covering Letter for Various Purposes.
- Filling of Annual Returns of LLP's.
- Preparation of documents for registration under Labour & Contract Act.
- Preparation Agreement and Supplement Agreement of LLP's.
- Other Work related to Conversion of Private Limited Company into Limited Liabilities Partnership (LLP), Condonation of delay of filling of Charge Form.

- Compounding of Offence.
- Independently handle working related to Shifting of Registered Office of Company from one state to other state
- Drafting of various Agreements and Board Resolution as per the requirement of day to day activities of the Company.
- Preparation of Statutory Register of Various Companies as per the Companies Act, 2013.
- Coordinate with Finance Team and done all transactions as per the Companies Act, 2013.
- Work related to Issue of Debentures (Secured and Unsecured) as per the Companies Act, 2013.

#### Other:

- Finance: Dealing with Banks and NBFC's for availing Margin Funding, Loan against Shares, Bank Guarantee, Overdraft Limit, and Corporate Guarantee.
- Pledging, Release of Shares on behalf of Trading Member with different depositories & Banks and maintaining their holding statements.
- Exchange & SEBI: Preparation of all requisite documents in obtaining membership – NSE/BSE/ MCX/NCDEX/ CDSL.
- Met Quarterly/ Half-Yearly/ Annual Compliances of Trading Member with Stock Exchange.
- RBI Compliances of NBFC –annual, quarterly, occasional, etc.
- Basic Accounting Knowledge.

#### Liaisoning:

- Liaisoning with various government authorities i.e. Registrar of Companies, MCA, Exchanges and Reserve Bank of India.

- ❖ Completed 15 Months Training under Mr. R.K. Singhal, Company Secretary in Rajasthan State Road Development Construction & Corporation, Jaipur.

- Drafting of notices, minutes etc. in respect of Board Meeting, General Meetings and assistance in finalizing the same.
- Preparation of Minutes books of Various Companies.
- Filling of various forms & Returns under the companies Act, 1956.
- Preparation of Compliance Certificates.
- Search Report for Charges.
- Work relating to Director Identification Number (DIN) and Digital Signature Certificate (DSC).
- Assistance in keeping the Statutory Records & Registers.

Professional Qualifications:		
Qualification	Institute	Year
Company Secretary	ICSI	2013
L.L.B	Rajasthan University	2015

Academic Qualifications:		
Course	Board/University	Year
M.Com	Rajasthan University	2012
B.Com	Rajasthan University	2010
Higher Senior Secondary	Rajasthan Board	2007
Secondary	Rajasthan Board	2005

#### Computer Proficiency:

- Computer Training related to Corporate Environment from NIIT center.
- Well versed with MS-Word and Excel.

#### Attributes:

- Flexibility & willingness to learn.
- Self Motivated person.
- Good Team worker & Quick Grasping Power.
- Dedicated hard working, full of endurance and result oriented.

**Personal Details:**

**Date of Birth:** : 13<sup>th</sup> June, 1991  
**Father's Name:** : Sh. Gulab Singh Bartwal  
**Marital Status:** : Married  
**Interest & Hobby** : Reading, Listening Music, Exploring New Places  
**Languages:** : English, Hindi  
**Address:** : 168, Vidhansabha Sachivalya Nagar, Dhawas, Heerapura, Ajmer  
Road, Jaipur – 302021 (Rajasthan)

**SUNIL SINGH BARTWAL**

**Date: 21/11/2019**

**Place: Jaipur**