

**Jaimin J. Chudasama**  
**Associate Company Secretary (A50015)**  
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## Objective

To make value addition to my career and personality on regular basis to facilitate career growth and simultaneously make effective contribution in the growth of my organization by my sincere dedication and hard work, further I expect that my contribution to the organization will provide opportunities to achieve personal & professional growth.

## Achievements

24<sup>th</sup> All India Rank and 2<sup>nd</sup> Rank at Ahmedabad level in CS Professional Programme, June, 2015.

## Work Experience

**Organisation:** Sintex Industries Limited  
**Profile:** Executive Company Secretary  
**Duration:** From 22<sup>nd</sup> October, 2018 to Present

**Organisation:** GSP Crop Science Private Limited  
**Profile:** Executive Company Secretary  
**Duration:** From 01<sup>st</sup> April, 2017 to 17<sup>th</sup> October, 2018

## Work Profile under Employment

### At Sintex Industries Limited

- Compliance requirement under
  - SEBI (Listing Obligation & Disclosure Requirement) Regulations, 2015.
  - SEBI (Substantial Acquisition of Shares & Takeover) Regulations, 2011.
  - SEBI (Prohibition of Insider Trading) Regulations, 2015.
- Admission of Securities with Depositories i.e. NSDL & CDSL and ISIN Generation.
- Dematerialisation of Securities.
- Registration of the Company on TReDS platform.
- Conversion of Public Limited Company to Private Limited.
- Liaising with Depositories, Depository Participants, RTA and ROC,
- Drafting of Notice, Agendas, Resolutions and Minutes of Board Meetings and Different Committee Meetings.
- Filing of various forms as required to be filed with Registrar of Companies/Ministry of Company Affairs/Regional Director.
- Annual Filing of the Company along with preparation of notice of AGM, Directors' report.

### At GSP Crop Science Private Limited

- Annual Filing of the Company along with preparation of notice of AGM, Directors' report.
- Filing of various forms as required to be filed with Registrar of Companies/Ministry of Company Affairs/Regional Director.
- To provide data in case of Income Tax Assessment Queries.
- Preparation of Board Notice, Board Agenda and Minutes of Board Meetings.
- Annual Filing of LLP, Striking Off of LLP and other compliances related to LLP.

- Other statutory compliance work under Company Law.
- Preparation of Petition in relation to Registration of **Creation/Modification/Satisfaction of Charge** before Regional Director.
- Taking Search Online from Registrar of Companies.
- Obtained Director Identification Number (DIN) of the Directors.

### Professional Qualifications

CS Professional programme in June 2015  
 CS Executive programme in December 2012  
 LLB from Gujarat University in April - 2018

### Academic Background

| EDUCATION | BOARD/UNIVERSITY                                | PERCENTAGE               | YEAR      |
|-----------|---|--------------------------|-----------|
| B.Com     | HA College Of Commerce,<br>Gujarat University   | 54.00%<br>(Second Class) | 2008-2011 |
| H.S.C.    | Navchetan High School.<br>G.H.S.E.B Gandhinagar | 74.71%<br>(First Class)  | 2008      |
| S.S.C.    | Navchetan High School.<br>G.S.E.B Gandhinagar   | 84.00%<br>(First Class)  | 2006      |

### Management Training

Completed 12 Months management training under well-known Construction Company **JP Iscon Ltd.**, Ahmedabad from 23<sup>rd</sup> October, 2015 to 22<sup>nd</sup> October, 2016.

### Area of Interest

I wish to handle, learn and acquire expertise in works related to primary and secondary market and more particularly following regulations of SEBI:

- SEBI (Substantial Acquisition of Shares & Takeover) Regulations, 2011.
- SEBI (Listing Obligation & Disclosure Requirement) Regulations, 2015.
- SEBI (Issue of Capital & Disclosure Requirement) Regulations, 2009.
- SEBI (Prohibition of Insider Trading) Regulations, 2015.

### Personal Information

Father's Name : Jayendrasinh S. Chudasama  
 Date of Birth : 27<sup>th</sup> October, 1990.  
 Marital Status : Unmarried.  
 Languages Known : Hindi, English, Gujarati.  
 Nationality : Indian  
 Interest : Listening Music

### Strengths

- Self-motivated with ability to work well as a part of team
- Innovative and quick self-learner
- Excellent Interpersonal skills and energetic
- Work well under pressure and ability to handle tight and critical schedules.