

CURRICULUM VITAE

CHARMY B. SHAH

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CAREER OBJECTIVE

To acquire sound professional knowledge, expertise and creativity through sincere and hard work and to apply these skills to meet the challenges and the needs of the organisation.

KEY TAKE AWAY

- Undergone one-year Training in **Panasonic Energy India Co. Ltd (Listed on BSE)**.
- Secured **17th ALL INDIA RANK (AIR)** in Foundation Programme.
- Secured **City Rank 2nd** in Executive Programme.

PROFESSIONAL QUALIFICATIONS

QUALIFICTIONS	YEAR OF PASSING	INSTITUTE	MARKS	Rank
CS-PROFESSIONAL	JUNE-2019	ICSI	471/900	--
CS-EXECUTIVE	DECEMBER-2016	ICSI	411/700	2nd in City
CS-FOUNDATION	DECEMBER-2015	ICSI	334/400	AIR 17
CSR Professional Certification Course	July-2020	ICSI	69/100	---

EDUCATIONAL QUALIFICATIONS

QUALIFICATIONS	YEAR OF PASSING	COLLEGE/INSTITUTE	PERCENTAGE	Rank
LLM	ENROLLED	M.S. UNIVERSITY OF VADODARA	----	----
LLB	2020	M.S. UNIVERSITY OF VADODARA	61%	----
M. Com	PURSUING	IGNOU	----	----
B. Com	2018	M.S. UNIVERSITY OF VADODARA	67%	----
HSC	2015	S.F.A. CONVENT HIGH SCHOOL	85%	3rd in City
SSC	2013		78%	7th in School

PROFESSIONAL EXPERIENCE:-

Secretarial Work relating to Board and Committee Meetings

- Preparation and drafting of Board Meeting Notice, Agenda and Minutes.
- Preparation and drafting of various Committee Meeting Notice, Agenda and Minutes.
- Compilation and preparation of all data and papers required to be presented in the Board and Committee Meetings.
- Making of Board Evaluation Sheets.
- Actively participated in the Mock Board Meeting through Videoconferencing.

SEBI related Compliances

- Efficiently handled all Quarterly, Half yearly & Annually BSE compliances applicable to the **LISTED** company.
- Maintaining Statutory Registers & Disclosures by Board of Directors and Senior Management Personnel of the Company.
- Performed compliances relevant to Related Party Transactions.
- Updating the System Driven Disclosure with CDSL and NSDL.
- Initiated filing of Newspaper cuttings on BSE.

ROC Compliances

- Preparation & Filing of various event & time-based ROC Forms
- Issuance of Unpaid/Unclaimed Dividend and related Compliance.
- Drafting of Various policies of Company such as Preservation and Conservation of Documents, CSR Policy, RPT Policy.
- Issuance of Duplicate Share Certificates to the Shareholders.
- Issuance of Shares & Dividend to the Shareholders whose shares are transferred to IEPF.

AGM Compliances

- Drafting of Board's Report, Annexures to Board's Report and Corporate Governance Report as a part of Annual Report of the Company.
- Preparation of Notice, Agenda and Notes to Agenda of Annual General Meeting of the Company

Others

- Drafting of Agreements, deeds, MOUs, etc. ▾
- Various Correspondences with Senior Management Personnel and shareholders of the Company.
- Assisted in implementation of mechanism to detect the fraud and bribery related issues.
- Performed the procedure related to Trademark search.

PROFESSIONAL ACHIEVEMENTS

- Undergone the training of "**Effective Communication and Presentation Skills**" conducted by the Company and was **awarded** as a "**Best Team Leader**" for the same.
- Undergone certification course on **Intellectual Property Rights (IPR)**.
- Participated in "**ALL INDIA LEVEL COMPANY LAW QUIZ**" held in October 2018 organised by ICSI.

COMPUTER PROFICIENCY AND SOFT SKILLS

- **MS OFFICE:** - Proficient with MS Excel, MS Word, & MS PowerPoint.
- Undergone **15 days Training** on subject of Induction, Entrepreneurship Development, e-Governance, Skill Development Academic Program conducted by ICSI.
- Undergone **Stress Management** Training conducted by the Company.

OTHER CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Completed **one-month Training in NGO** named Kalrav Special School in January 2019 as a part of academics under F.Y.LLB
- Participated in **cancer awareness campaign** conducted by GLOBAL CANCER CONCERN INDIA.
- Represented School at District Level for **Chess** competition.
- Participated in **Rangoli** Competition held in School and was awarded 2nd Prize.

PERSONAL DETAILS

Full Name : Charmy Biren Shah
Date of Birth : 26/07/1997
Marital Status : Married
Languages known : English, Hindi, Gujarati
Hobbies : Listening Music, Travelling, Cooking

REFERENCES

Available if required.