# ACS PRAPTI SAHU

**(ICSI Membership No. 54594)**

**Present Address: H-42, Jahangirabad Main Market, Bhopal-462008 (M.P.)**

**Mob:** +**91 9981321591**

**E-mail:** [**sahuprapti@gmail.com**](mailto:sahuprapti@gmail.com)

**CURRICULUM VITAE**

# Objective:

I am a self motivated, disciplined and focused Company Secretary and seek to position in an organization that gives me platform to contribute and explore my talent for the growth and development of the organization.

# Academic Qualification:

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| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year** | **(%)** |
| MBA (Finance) | Technocrats Institute of Technology (TIT) Bhopal | Pursuing  4th Sem | NA |
| B.Com | RKDF, Bhopal | 2016 | 74 |
| Higher Secondary | M.P. Board | 2011 | 80 |
| Secondary | M.P. Board | 2009 | 80 |

**Professional Qualification:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute** | **Year** |
| CS Professional | The Institute of Company Secretaries of India | June, 2016 |
| CS Executive | The Institute of Company Secretaries of India | June, 2013 |
| CS Foundation | The Institute of Company Secretaries of India | June, 2012 |

# CS Compulsory Training:

* Twelve Months CS Internship as per the Modified Training Structure specified by the ICSI under M/s A.K. Tiwari & Co., Company Secretaries having Corporate office at 15, Balwant Arcade, Zone-II, M.P. Nagar, Bhopal – 462011,(M.P.).

# Post Qualification Experience:

* Currently working as a Company Secretary of Ahmedabad Bariatrics and Cosmetics Pvt. Ltd. at S.No. 235/2, B/s. Tata Motors Show Room, Bodakdev, Ahmedabad, Gujarat.
* Previous experience of 10 months as a Company Secretary with CS Urmil Ved, Practicing Company Secretary having Corporate Office at 410-412, Sector-11, Gandhinagar-382017, Gujarat.

# Post Qualification work exposure:

* Compliance of Companies Act as well as other Statutory Acts applicable to the Company.
* Handling assignments related to issue and renewal of various Licenses as may be required to carry on the business of the Company.
* Preparation and Filing of Various Forms of Group Companies and LLP such as Form AOC-4, Form AOC-4 (XBRL), Form MGT-7, Form MSME-1, Form DPT-3, Form ADT-1, Form DIR-3 KYC, Form-8, Form 11, etc.
* Drafting and vetting of various kinds of agreements, deeds, MOU’s, Tie-Ups, Contracts, etc. as may be required from time to time.
* Drafting of various kinds of notices, agenda, resolutions and preparation of minutes of the Board Meetings and General Meetings, statutory registers and other documents of the Company as required to be maintained under the Companies Act.
* Quarterly and half yearly Listing Compliances.
* Providing assistance for assignments related to Secretarial Audit.
* Providing assistance on various forms of Listed Companies such as CHG-1,CHG-4,   
  CHG-9,PAS-3,MGT-14, MGT-7, etc.
* Handling assignments related to Allotment of Shares for consideration other than cash.
* Handling assignments related to Incorporation and Change of Name of Companies.
* Handling assignments related to striking off name of the LLP.
* Dealing with the clients related to various company law matters.

# Training work exposure:

* Preparation and filing of documents/Forms for Incorporation of Public, Private and Section-8 Company, alteration of memorandum of association and articles of association of the company, Striking off the name of the Companies.
* Handling the assignments related to Issue of Equity Shares on Private Placement and Rights Issue basis, increase in the Authorized and Paid up Share Capital of the company, Shares Stamping, Shares transfer and Shares certificates issue.
* Preparation and filing of Forms for DIN allotment & Change in Particulars of Director, Appointment and Resignation of Directors and Appointment/Re-appointment and Resignation of Auditors.
* Handling the assignments related to charge creation, modifications and satisfaction of Charge as well as preparation of search reports.
* Preparation and filing of documents and forms of annual filing including XBRL Filings with ROC.
* Drafting of Notices, Agenda, Resolutions and minutes of Board Meetings & General Meetings in compliance to the provisions of the Companies Act.
* Preparation & regular updation of Statutory Registers and other compliances as required to be maintained under the Companies Act.
* Drafting and providing assistance on Scrutinizers Report.
* Drafting and working on Appeal to National Company Law Tribunal for revival of Companies struck off by the ROC.
* Service Tax return filing.
* Drafting of Partnership deed and application for Firm Registration and Shop Registration.
* Handling the assignments related to GST Registration and Return Filing.

**Certifications:**

* Computer Diploma organized by ICSI.

# Achievements:

* 2nd position in ICSI Student Induction Programme for project presentation organized by ICSI, Bhopal Chapter.
* 2nd position in 45 Days Corporate leadership development Programme for group presentation organized by ICSI, CCGRT, Navi Mumbai.
* Certificate of Participation in “All India Opinion Writing Competition 2020” organized by Institute of Company secretaries of India.

# Personality Traits:

* Team Spirit and Problem Solving.
* Optimistic and Positive.
* Honest and Confident.

# Personal Details:

Father’s Name :. Brij Kishore Sahu

Mother’s Name :. Kanta Sahu

Date of Birth : 05.05.1993

Marital Status : Single

Languages Known : Hindi, English

Permanent Address : H.No. 42, Jahangirabad Main Market, Bhopal (M.P.).

# Goal & Vision:

My goal is to find a position where I can use the knowledge and strengths in effective manner that I have. I want to contribute in the growth and success of the company I work for.

If, I get an opportunity to work in organization, I would contribute as a keyplayer in the development of the company.

Date: Applicant Signature

Place: PRAPTI SAHU ACS 54594