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DIKSHA SHARMA

Career Objective

To work in an organisation with a professional work focused environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

Skill Highlights

- Self- Motivated
- Punctual
- Flexible
- Smart Working
- Diligent

Experience

Management Trainee – 26/08/2019 to 03/09/2020, ARMS & Associates LLP, Jaipur

Company Law:

- Preparation of Notices, Minutes of Board, Committee and General Meeting required under Companies Act, 2013, Director Report, Annual returns, maintaining company's statutory registers and Drafting of various Resolutions.
- Preparation and e-filing of various forms on Ministry of Corporate Affairs (MCA) Portal.
- Conducting online inspection on MCA Portal.
- Drafted and filled forms for change in Memorandum of Association/Article of Association.
- Increase in authorized and paid up share capital of the company.
- Annual Filing (Company, LLP and NBFC)
- XBRL Filing
- Secretarial Work:
 - Incorporation, Winding Up, Strike-off
 - Directors Management
 - Charges Management
 - And other related Work
- Have done Merger and Listed Compliances also.

Seller Support Executive (Medium Email) – 05/02/2018 to 07/09/2018, Teleperformance

- Grievance solution of Sellers, who dealt on Amazon Site.

Process Associate (CFS, US Process) – 22/07/2015 to 07/04/2017, Genpact

- Day to day Trading
- Execution of Loan Disbursement request

- Email communication with US clients
- Project Handling

Technical Knowledge

- MS Office
- Tally ERP
- Other Softwares such as SAG

Education

- **CS (Company Secretary):** August 2019 with 53.23% and Exemption in Drafting, as well as International Business Law - ICSI (**The Institute of Company Secretaries of India**) Jaipur, Rajasthan
- **CS Executive:** June 2015 with 53.43% and Exemption in Cost and Management Accounting- ICSI (**The Institute of Company Secretaries of India**) Jaipur, Rajasthan
- **B.com (Hons.):** April 2015 with 72%- **ICG Institute of Educational Research & Development**, Jaipur, Rajasthan

Certifications & Achievements

- Fashion Designing: April 2013- **ICG Institute of Educational Research & Development**, Jaipur, Rajasthan
- Got Scholarship from ACCA (**Association of Chartered Certified Accountants**) as acquired 1st position among 300 headcounts.
- RS-CIT in Information Technology
- Various certificates and accomplishments in duration of education.

Personal Information

- Name: - Diksha Sharma
- Father's Name: - Nirmal Kumar Sharma
- Mother's Name: - Meenu Sharma
- DOB: - 24th August 1994
- Address: - Flat No. 106, Shri Gordhan Height, Muhana Mandi Road, Near Iskcon Temple, Mansarovar-302029, Jaipur
- Status: - Unmarried
- Languages: - English, Hindi
- Passport: - Yes