**CAREER PROFILE**

Company Secretary with over 10 years’ of rich and versatile experience in handling Secretarial and Compliance matters specifically in the area of Corporate Laws. Particular strengths & skills sets include:

5 years of experience in administrating and executing all sorts of documents required by the Company in order to be compliant with the Corporate and other applicable Laws of the land; and

5 years of experience in hardcore Client advisory/consultancy to the Large Listed Companies, Multinational Companies & Non- Banking Financial Companies.

**Passion driven** - 10 years of experience in schooling on varied Law subjects to professional students and, whilst acting as a co- founder in a self-floated start up in the education space, handled the entire management including people management and finance operations of the firm.

**EMPLOYMENT HISTORY**

**Designation**- Company Secretary cum Manager **Dec 2014- Present**

**Company** -MG Consulting Private Limited

**Location**- Andheri, India.

**Assignments/ Challenges Accepted and Executed in timely manner:**

* Instrumental and actively involved in handling, two Initial Public Offers’ one from among the Shapoorji Pallonji Group & another of Metropolis Health Care Limited;
* Offered Con- Call Legal Solutions and Drafting of Opinion on various aspects of legal & Secretarial matters (in particular advised on Stamp Duty Matters, SEBI Takeover & Insider Trading Regulation);
* Independently involved in successfully closing of an transaction, relating to takeover of a company in real estate space;
* Attended Board Meetings/ Drafting of Minutes, apprising the Board, by giving an presentation on the recent developments taking place in the legal world, those in particularly impacting the company and execution of the related compliances;
* Ensured compliance of Companies Act, SEBI Listing Regulation, NBFC Regulation, Housing Finance Regulations, FEMA Regulations & Securities Laws and well versed with other Sectorial Laws;
* Independently Carried out an diligence health check- up of the Societies, engaged in the education space of an company Head Quartered in Dubai;
* Independently Carried out an comprehensive diligence of Labour Law Compliances by an Multi National Company;
* Lead and groomed an team of five;
* Delivered quality consultancy in a time bound manner, maintaining a personal rapport with clients, which in effect translated into successful addition of new clients through referral, and in turn directly had an positive effect through growth in the top line numbers in the financials of an Organisation; and
* Independently Carried out Secretarial Audit of various Body Corporates (including Multi-National Companies) across sectors covering the aspects of Corporate Laws, Environmental Laws, Corporate Governance, Securities Law, Labour Laws, Non- Banking Finance Company Laws.

**Designation** - Company Secretary & Compliance Officer **Aug 2010- Feb 2014**

**Company**- Quant Capital Private Limited

**Location**- Nariman Point, India

**Assignments/ Challenges Accepted and Executed in timely manner:**

* Lead a team of three and accountable directly to the Board of Directors of the Company for ensuring the Corporate Compliances;
* Assisted Lawyers in the Company Law Board Matters;
* Due to good demonstration of interpretational skills in Law, was picked by the promoter to work closely with him on a restructuring transaction;
* Worked with merchant bankers, for closing the transaction documents;
* Adhering with the Capital Market Regulations applicable to the company; and
* Interacted with various regulators viz SEBI, RBI, Stock Exchanges & MCA, for obtaining the licenses required for running the commercial operations of the Company.

**Designation** – Management Trainee **Mar 2009- Apr 2010**

**Company**- Reliance Infrastructure Limited

**Location**- Navi Mumbai, India

**Assignments/ Challenges Accepted and Executed in timely manner:**

* Routine Secretarial & Listing Compliances;
* Delivered first life time presentation in front of the Top Brass, on a topic (2G Auction of Telecom Licenses by the Indian Government) which was widely debated at that point in time, the purpose was to check my research and presentation abilities on a topic which was completely unrelated to the Academics;
* Was applauded as the best amongst all the Presentation due to simplicity in which the concept was explained to the target audience;
* Motivated by the appreciation engaged in delivering lectures on Law and further went on to float a Start up in the Education Sector.

**EDUCATION**

* 2010- Diploma in Intellectual Property Rights (IPR) from University of Mumbai, India;
* 2008 Bachelor in Commerce from University of Mumbai, India.

**PROFESSIONAL QUALIFICATION**

* 2012- Masters of Business Law from National Law School of India University, Bangalore (NLSIU);
* 2010 - Company Secretary from Institute of Company Secretaries of India (ICSI)- first attempt.

**CERTIFICATION**

* 2011- NISM- Series VII (Module) -Securities Operation and Risk Management conducted by National Stock Exchange of India;
* 2019- International English Language Testing System (IELTS) conducted by British Council – Canadian Language Benchmark (CLB)- 9

**PERSONAL DETAILS**

* Date of Birth: May 2, 1987
* Sex: Male
* Marital Status: Single
* Languages Known: English, Hindi and Marathi