

CS ANERI PANKAJ SHAH

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CAREER OBJECTIVE

To carve out a niche for myself in the corporate world and achieve a position in an organization, that offers challenging, long term and growth oriented career in the field of Secretarial Work, Company Law, and Stock Exchange related Compliances for Companies and other allied areas of Company Secretary and to take up challenging job profile as a Company Secretary and to contribute towards organizational and personal growth.

ACADEMIC CREDENTIALS

EXAMINATION	YEAR OF PASSING
CS Professional Programme	June, 2016
CS Executive Programme	December, 2012
CS Foundation Programme	December, 2011

EDUCATIONAL QUALIFICATION

EXAMINATION	YEAR	BOARD/ UNIVERSITY	PERFORMANCE
B.Com	2014	K. C. College of Arts, Commerce and Science (Mumbai University)	75.14%
HSC	2011	Hinduja College of Commerce	81.33%
SSC	2009	G.D Somani Memorial School (ICSE)	76.43%

PROFESSIONAL EXPERIENCE

1.	OLYMPIC MANAGEMENT & FINANCIAL SERVICES LIMITED, MUMBAI, MAHARASHTRA (SEPTEMBER, 2018 –PRESENT)	At the position of Company Secretary and Compliance Officer of the Company. Handling all compliances under the Companies Act, 2013, Secretarial Standards, SEBI (LODR), 2015 and other legal frameworks as may be applicable.
2.	M/S. PRAMOD S. SHAH & ASSOCIATES, PRACTISING COMPANY SECRETARIES, MUMBAI, MAHARASHTRA (DECEMBER, 2016 –AUGUST, 2018)	At the position of team leader, handled a team of 6 members, which includes Qualified Company Secretaries, Semi-Qualified Company Secretaries and Company Secretary Apprentices. Earlier also worked as team member of the same team.
3.	INTERNSHIP AT RELIANCE POWER LIMITED, MUMBAI, MAHARASHTRA (AUGUST, 2014 – NOVEMBER, 2015)	Handled various compliance matters under the Companies Act, 1956, the Companies Act, 2013, Secretarial Standards, Listing Agreement and SEBI (LODR), 2015

WORK PROFILE

COMPANY LAW:

- General Company law compliances under the Companies Act;
- Assisted in pre and post preparation of Annual General Meeting of listed companies;
- Conducted Board & General Meetings of private and public companies;
- Assisted in conducting of Board Meetings, Committee Meetings and Annual General Meetings of public listed companies;
- Given legal opinion on the provisions of the Companies Act, 2013;
- Drafting of reply to notices of Regulatory Authorities;
- Preparation of Form MGT-8 (Certification of Annual Return by PCS);
- Assignment handled under the Company Law:
 - Incorporation of Company under the Companies Act, 2013;
 - Change in Registered Office of Companies from one state to another and within the local limits of the city;
 - Drafting and alteration of Memorandum and Articles of Association of the Company;
 - Appointment and Resignation of Directors, KMPs and other related compliances;
 - Scrutinize the poll, postal ballot and remote e-voting result of Annual General Meetings of listed companies, public and section-8 companies and preparation of scrutinizer's report;

- Removal of disqualification of directors;
- Increase in Authorised Share Capital, Right Issue of shares and Private Placement;
- Given legal opinion on the provisions of the Companies Act, 2013;
- Strike- off of Companies;
- Un-freezing the bank accounts of Company by representation in the Registrar of Companies;
- Partly handled assignment for conversion of Public Company to Private Company.

LIAISING WITH ROC, RD, OL AND NCLT AS A REPRESENTATIVE OF THE FIRM.

SEBI REGULATIONS:

- Compliances under various regulations of SEBI (LODR) Regulations, 2015 viz. regulation 7(3), 9, 13(3), 27(2), 30, 31, 33, 40 etc;
- Compliances under SEBI (SAST) Regulations, 2011;
- Compliances under SEBI (Prohibition of Insider Trading) Regulations, 2015;
- Compliances under SEBI (Depository and Participants) Regulations, 1996;
- Online filing of compliance related documents on BSE portal;
- Routine correspondence with Stock Exchanges.

RBI/ FEMA COMPLIACES:

- Filing of Form FC-GPR with RBI for allotment of shares to non-resident;
- Filing of Foreign Liabilities and Assets with RBI;
- Filing of documents on RBI portal i.e e-biz;
- Routine correspondence with RBI;
- Application to RBI for a Company to act as a collecting agent on behalf of its foreign holding Company;

LIMITED LIABILITY PARTNERSHIP ACT, 2008:

- Incorporation of Limited Liability Partnership;
- Conversion of Partnership firm into Limited Liability Partnership;
- Drafting of Limited Liability Partnership Agreement;
- Annual compliances under LLP Act, 2008.

INSOLVENCY AND BANKRUPTCY CODE, 2016:

- Preparation of documents involved in CIRP viz. Notice and Minutes of CoC meetings, Information Memorandum, Invitation of Expression of Interest by Resolution Applicants etc.;
- Event based reporting to NCLT;
- Reporting to IBBI and filing various Forms viz. Form IP-1, CIRP Forms, Form AA etc.;
- Preparing and filing of relationship and cost disclosure with IPA;

KEY SKILLS & PERSONAL QUALITIES

- Good written, verbal communication and good computer skills;
- Good interpersonal and leadership skills;
- Willingness to learn new legal developments and their practical applications;
- Hardworking, quick learner, ability to manage time and to produce good quality result;
- Positive attitude towards every assignment undertaken and responsible and accountable for my actions.

EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Participation in sports activities at school level;
- Participation in dance competitions at school level;
- Participated in Art and Craft Competitions at Intra and Inter-school level;
- Participation in Group Quiz completion at school level;
- Participated in Women Cricket Tournament (Captain of the team) organized by ICSI and awarded as the winner.

PERSONAL DETAILS

- Mother's Name : Mrs. Sangeeta Shah
- Father's Name : Mr. Pankaj Shah
- Date of Birth : 07th September, 1993
- Nationality : Indian
- Language Known : Hindi, Gujarati and English
- Permanent Address : 1102, 11th Floor, Earth Baug, 116, S. G. Marg, Princess Street, Mumbai - 02