

TANYA KAPOOR

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Respected Sir/Madam,

This is to submit my interest for the position of Compliance Executive in the legal department of your esteemed organization.

I am hereby looking for a career opportunity to enhance my knowledge & skills through sound practical exposure utilize them to their optimum level and create a catalytic effect for the benefit of the organization I serve.

I hereby enclosed my CV for your kind review and consideration.

Thank you in anticipation of an early response.

Best Regards

Tanya Kapoor

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Career Objective:

To enhance my grip over corporate compliance issues. To serve client companies better by helping them comply with all the statutory compliances within prescribed time provided by Authorities and thereby helping them to save themselves from any penalty or disqualifications.

Work Experience:

Feb 2020- September 2020 (Remaining 2 Quarters of CS Training + extension)

M/s Janmejy Singh Rajput & Associates, Delhi

Key Highlights:

- Initiating Insolvency Resolution Process on behalf of Corporate Debtors etc
- Framing complaints to NCLT, NCLAT, ROC , RD and other statutory authorities against illegal acts of the companies on behalf of investors in compliance with Companies Act, 2013 and other Rules made there under.
- Incorporation of companies such as private company and Nidhi Companies and other corporate compliances as required under law.
- Restoration of company
- Reduction of Share Capital of a Company
- Drafting of other important documents apart from minutes & Board Resolutions.
- Preparation of Share certificates in lieu of old certificates or in case of change in the company's name.

Aug 2018- April 2019 (First 3 Quarters of CS Training)

M/s Anuj Ashok & Associates, Company Secretaries, Agra

Key Highlights:

- Framed replies and examination reports for wrongly rejected trademarks.
- Rendered services such as CERSAI registration, EQUIFAX registration, E-BIZ registration etc.
- Annual Filing & Maintaining Minutes of companies, Board Report preparation
- Issuance of Duplicate share certificates and new share certificates
- COSMOS Filing (RBI) for NBFCs.

Educational Qualifications:

EXAMINATION	GROUP	YEAR OF PASSING	INSTITUTION
CS EXECUTIVE	GROUP I GROUP II	DECEMBER 2014 JUNE 2016	ICSI
L.L.B	-	2019	AGRA UNIVERSITY
B.COM	-	2015	AGRA UNIVERSITY

- I Have also Participated in MSME PROGRAMME held in college
- CCC COURSE provided in college , group discussions and other similar activities held.

IT Skills:

- Proficient in MS OFFICE (Word, Excel, Power Point), research work and internet related applications.

Other Training Certificates:

- Completed PROFESSIONAL DEVELOPMENT PROGRAMME held in Agra.
- Completed 8 days EXECUTIVE DEVELOPMENT PROGRAMME held in Agra Chapter.

Personal Attributes:

- Able to take responsibility.
- Effective teamwork skills both as team leader and teamplayer.
- Quick learner, keen to learn and improve skills.
- Good knowledge of corporate laws and SEBI.
- Keen at undertaking new projects to enhance my knowledge.

Areas of Interest:

- Reading newspaper, carrying out social work.

Personal Details:-

➤ Address	- 29, Rajshree Garden near Amar Vihar Police Chowky Dayalbagh, Agra- 282005
➤ Language Known	- English and Hindi
➤ Date Of Birth	- 23.07.1994