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Pakkulathil House, Near Thali Temple, Kayakundu road, Angadippuram P O, Malappuram District, Kerala
PIN: 679321

PERSONAL INFORMATION

Sex : Male
D.O.B : 27/06/1996
Nationality : Indian
Marital Status : Un Married

LANGUAGE

English
Malayalam
Hindi
Tamil

ARJUN P

CS SEMI QUALIFIED

CAREER OBJECTIVE

To secure a responsible and challenging career opportunity to fully utilize my Training and Skills, while making a significant contribution to the success of the Organization.

EDUCATION

Period/Year	Qualification	University / Board
2021	CS Executive	Institute of Company Secretaries of India
2021	Post-graduation in M.com Finance	Pondicherry University
2017	Graduation in B.com Finance	Calicut University
2014	Higher Secondary	State Board of Secondary Education
2012	Matriculation	State Board of Secondary Education

COMPUTER SKILLS

- MS power point
- MS word
- MS excel

PERSONAL ATRIBUTES

Optimistic, Confident, Enthusiastic, Self-motivated, Responsible, creative and resourceful, Dynamic team player with leadership charisma. Never give up attitude if I feel it's possible to achieve.

EXPERIENCES

GS & Associates LLP (2021-2023)

Worked as CS Article in a leading LLP, Gopimohan Satheesan & Associates LLP, Practicing Company Secretaries in Malappuram for 2 years.

- Drafting / vetting of various board/committees and general meetings documents such as notices, agenda papers, resolutions including post meeting compliances/ follow up matters.
- Drafting Minutes of the Companies,
- Convening Board/Committee/General meetings.
- Drafting of various agreements such as Management Agreement, Share purchase Agreement, Joint Venture agreement, Partnership Deed, LLP Agreement etc.
- Maintenance of Statutory Registers, Attendance Registers etc.
- Conducted due diligences of various target companies in pharmaceutical, publishing platform industries and vendor due diligences for investment transaction purposes.
- Drafting investment transaction closing documents/Issue & Allotment of shares through Private Placement, ESOP and Right Issue, Preferential Allotment.
- Drafted and vetted commercial agreements, non-disclosure agreements, master service agreements, vendor agreements.
- Drafted legal notices for e-commerce clients; - Incorporation of Public & Private companies OPC (One Person Company)/ Section 8 Companies/ LLPs' etc.
- Conversion of Public into Private Company and vice-versa under CA 2013, Company or Firm into LLP.
- Shifting of Registered Office of the company outside State under section 13 of Companies Act, 2013 and LLP Act 2008.
- Striking off Name of companies under CA 2013.
- Creation, Modification and Satisfaction of Charges; - Alteration MOA & AOA including drafting of re-stated articles, change in name, object change, Increase in Capital, shifting of registered office etc; - Adjudication at Revenue Department for Stamp Duty of Share Certificates.
- XBRL filing of Private and Public companies; - Compliances of Section 135 of the Companies Act, 2013 for Corporate Social Responsibility (CSR) including formation of CSR policy and CSR Committee.
- Handled & Conducted Board and Shareholders Meetings of Client Companies including video conferencing meeting, in accordance with governing regulations and company's own secretarial practices, processes.
- Preparation of Financial Projections for availing loans from various financial institutions.
- Registration of a Partnership Firm, LLP and Sole proprietorship.
- Reviewing, compiling financial information and interacting with internal & external auditors.

- Filing Annual returns and financials of the company and LLP with Ministry of Corporate Affairs.
- Coordination with bank managers, Chartered Accountants, Company Secretaries and Lawyers.
- Maintaining invoice data and making data entries.
- Facilitated the DSC application process for clients, providing guidance on required documentation and legal compliance.
- Facilitated the DIN application process for Directors, Designated partners and also coordinated with regulatory authorities to address any queries or concerns related to DIN applications.
- Assisted the Companies in listing of its shares with Stock Exchange.
- GST registration of Companies.

NCLT/RD/ Other Legal Matters

- Drafted and filed various Petitions including Compounding Petitions on behalf of the Companies before NCLT and RD.
- Drafted and filed Condonation of delay application on behalf of the Companies before Central Government.

DECLARATION

I hereby declare that above-mentioned particulars of information are correct up to my knowledge and I bear the responsibility for the correctness of the same.