

CURRICULUM VITAE

Anjali Verma
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Objective:

To work with an organization where my potentials can be enhanced & strive to achieve perfection in my sphere of duty and work with a zeal for the enlistment of the organization and myself.

Qualification:

- Pursuing CS- Professional (Two –Module Cleared) left with One module only.
- LLB.
- CS Executive from ICSI.
- CS Foundation from ICSI.
- B. Com.
- 12th from CBSE board.
- 10th from CBSE board.

WORK EXPERIENCE:

- Worked In PCS Firm (Articleship)
- Worked In Law Firm (Articleship)
- Worked In CA Firm as a Semi Qualified CS.
- Working In Kanodia Global Private Limited as an Assistant Company Secretary from November 2020.

WORK PROFILE TILL NOW:

UNDER 15 MONTHS TRAINING

Incorporation of Companies:

- Private Companies

- Section 8 Companies
- One Person Companies

Director Related Work:

- Appointment of Director.
- Resignation of Director.
- Application for Allotment of DIN.

Auditor Related Work:

- Appointment of Auditor
- Resignation of Auditor

Maintaining Statutory Registers:

- Register of Members
- Register of Director's Shareholding Etc.

Share Certificate Work:

- Preparation of Share Certificates.
- Preparation of Transfer Deeds Share eStamping

Work related to Private Placement

Annual Filling Work

Preparation of Minutes

Preparation of Resolutions

Preparation of Diligence Report

Alteration in Authorised Capital

- Increase in Authorised Capital of Company.

UNDER LAW FIRM

- Supreme Court visit for hearing (Assistant).
- NCLT Court visit.
- Drafting of additional affidavit.
- Work on NCLAT matter.
- Work on Mining Cases.
- Draft Writ Petition.

UNDER CA FIRM

- Prepared Consolidate Balance sheet
- GST return File.
- Work in Computax Software.
- Prepared Balance sheet.
- ROC filling
- Tax Audit
- TDS Return

UNDER KANODIA GLOBAL PRIVATE LIMITED

- ☐ Incorporation of Companies and LLP;
- ☐ Trade Mark Documentation & Applying for the same;
- ☐ Annual filing through XBRL Software;
- ☐ Filing of forms on MCA portal like DPT-3, MGT- 6, MSME, BEN – 2, INC- 22 (Active), DIR -3 (KYC);
- ☐ Filing online forms - intimating Income Tax regarding foreign payments in Form 15 CA – Part C and Part D;
- ☐ Reporting to RBI in Form A1 and A2 for advance payment against imports of goods and services;
- ☐ FEMA compliances viz. reporting of share transfers and allotment in SMF, statement of Foreign Assets and Liabilities (FLA) and filing of FORM ODI PART III with RBI;
- ☐ Secretarial Activities viz. Right issue of securities, share transfer and its allotment;
- ☐ Convened Board Meeting, Annual General Meeting and EGM at shorter notice; Drafting
- ☐ of Agenda, various Resolutions and Minutes of Board and General Meeting;
- ☐ Maintaining Statutory Registers and Records; Vetting of
- ☐ agreements, deeds, etc.;
- ☐ Opening of Demat Account and dematerializations of Shares of Private Company;
- ☐ Secretarial Audit of Public Listed and unlisted company;
- ☐ Appointment of Key managerial personnel and auditors;
- ☐ Appointment and resignation of Directors;

- ☐ Shifting of Registered Office;
- ☐ Registration of Digital signature on MCA portal;
- ☐ Preparation of Mgt-8 & Secretarial Audit report;
- ☐ Preparation of Due diligence report;
- ☐ Drafting of Annual Report of Companies and LLP;
- ☐ Annual filing of Companies and LLP and filing forms thereto with MCA portal;
- ☐ Registration & Satisfaction of Charges;
- ☐ Changes in company Information- carrying out modifications in MOA & AOA, Change of Name, etc.;
- ☐ Preparation of Form-ECB-2 for reporting of External Commercial Borrowings;
- ☐ Apply for PAN/TAN/DIN;
- ☐ Registration under various Government Schemes like Start up India, Udyog Aadhar & MSME Registration;
- ☐ Liaisoning with ROC, bank for various queries and replying to the same; Preparation of documents for opening of Letter of credit L/C with the bank for NRI vendor and liaisoning with bank for the same;

IT SKILLS:

- Basic computer course Microsoft word, excel, power point and Internet.
- Known to various Govt. websites.
- IPRO software
- Computax
- Busy 17

Personal Details:

Date of Birth	:	4 th January, 1992
Father's Name	:	Mr. Anil Verma
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English, Hindi.
Gender	:	Female

