

Jaya Bharani

Company Secretary

 Mumbai, Maharashtra

 +91-9930598910

 jayab8@yahoo.in

LANGUAGES KNOWN

English 

Hindi 

Sindhi 

Marathi 

ACADEMIC QUALIFICATION

CS Professional Programme

June 2017

Institute of Company Secretaries of India

LL.B.

May 2018

K.C. College of Law

Bachelor of Commerce

June 2015

M.M.K College of Commerce & Economics

PERSONAL INFORMATION

Date of Birth 08/11/1994

Marital Status Unmarried

Address: Santacruz (East)

PERSONAL SUMMARY

A competent Company Secretary and a law graduate with 3 years of post-qualification experience with an ability to ensure that a Company complies and operates in accordance with statutory and regulatory requirements. Seeking to carve out a niche with my knowledge and experience as a Company Secretary with an organization of repute, that offers me opportunity for learning, career development and advancement of my knowledge.

CAREER HIGHLIGHTS

- **Right Issue** of Public Company;
- Handled **issue of Compulsory Convertible Debentures** through Private Placement of Private Company;
- Handled **conversion of Preference Shares into Equity Shares** of Private Company;
- Handled **Reclassification of Authorized Share Capital** of Private Company;
- Assisted in reviewing shareholders' agreement and share subscription agreement;
- Assisted in **compliances of Employee Stock Option Plan (ESOP)** through Postal Ballot
- Handled **Voluntary Winding up** of a Private Company

WORK EXPERIENCE

November 2020 – September 2021

Senior Executive Company Secretary – ALT Digital Media Entertainment Limited (Group Company of Balaji Telefilms Limited)

December 2018 to November 2020

Executive Company Secretary – Balaji Telefilms Limited

September 2017 to November 2018

Company Secretary Trainee – Balaji Telefilms Limited

SECRETARIAL

- Compliances (pre and post) of Board Meetings, Committee Meetings and Annual General Meetings in accordance with the Companies Act, 2013 ("Act") and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations");
- **Conducted Board Meeting and Annual General Meeting** including by means of **video conferencing**;
- **Annual, half-yearly, quarterly and event based compliances** as per Listing Regulations, SEBI (Prohibition of Insider Trading) Regulations, 2015;
- Compliances as per SEBI (Substantial Acquisitions and Takeover Regulations, 2011:

- Drafting and **update of policies** under the Act & Listing Regulations;
- **Assisted in cases of violation of SEBI** (Prohibition of Insider Trading) Regulations, 2015 (“PIT Regulations”);
- **Secretarial Audits** of Listed, Public and Private Companies;
- Handling and **Managing of Compliance Tool Manger**;
- Handling of **Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016** Compliances;
- Liaison with RTA, ROC, Stock Exchanges, Depositories and other Statutory **Authorities** for obtaining necessary sanctions and ensuring compliance with various statutory obligations.

LEGAL

- **Drafting of agreement for departments** like creative, costume, camera etc;
- **Drafting of agreements** for artists, writer, music, Director etc.;
- Assisted in filing application for registration of trademarks;
- Calculation and payment of stamp duty on various agreements related to Media Industry.