

Priyal Sharma

WORK EXPERIENCE:

1. PRAMOD SHAH AND ASSOCIATES, Practicing Company Secretaries Relationship Manager, Mumbai

04/2020-04/2021

- Promotion and incorporation of Companies and all allied activities.
- Preparation and maintenance of all secretarial records.
- Preparation and filing of all requisite e-forms.
- Acting as Secretarial Auditor, advisor and consultant of Companies.
- Independently handling all activities of private limited companies.
- Registration/Modification/Satisfaction of charges.
- Due Diligence of Companies.
- Change of name of the Companies.
- Annual Filing of Companies including XBRL.

2. OFFICE OF THE OFFICIAL LIQUIDATOR OF HIGH COURT BOMBAY-

Oh Company Secretary Trainee, Mumbai,

07/2019- 04/2020

- Maintained deep knowledge of regulations and reviewed local and national laws to conduct daily tasks.
- Supported legal team by conducting research, drafting briefs, gathering information and interpreting legal documents.
- Assisted attorneys with case organization and administration tasks.
- Managing quality programs to reduce overdue compliances activities.
- Managed performance of team members through one to one meetings.
- Gathered, organized and evaluated data to make accurate assessments.

3. BHARAT PETRORESOURCES LIMITED (100% SUBSIDIARY OF BHARAT PETROLEUM CORPORATION LIMITED) :-

Company Secretary Trainee, Mumbai.

08/2016- 03/2019

- Prepared meeting minutes of the Company and it's subsidiaries and edited memorandum and articles of association.
- Supported efficient meetings by organizing spaces and materials.
- Reviewed company forms to be submitted to the registrar of companies and communication procedures for compliance with applicable laws and guidelines
- Oversaw proper maintenance and dissemination of filing documentations as well as records and report.
- Assisted Company Secretary in various business prospects.

CONTACT DETAILS

priyalsharma1101@gmail.com

9870571471, Ghaziabad..

EDUCATION

2009-2010 :-

High School:

RBK School, ICSE

2011-2012:-

HSC: Commerce

**Thakur College of Science and
Commerce**

2011:-

**I.C.A.I., Cleared CPT(entrance for
Chartered Accountant)**

2012-2015:-

Bachelor of Commerce

**Thakur College of Science and
Commerce**

2015-2017:-

Masters of Commerce.

Mumbai University

2017-2021:-

Bachelor of Law:

Nalanda Law College

2021:

Company Secretary:

**Institute of Company Secretaries
Company Secretary:**

CERTIFICATIONS

**M.S. Office (Excel, Word, Power
Point, Access)**

**Completed Office Automation and
Desktop Course with Grade A.**
