

CS AKANKSHA VALBANI

G-78A, 2ND FLOOR, SECTOR 23, GURGOAN-122017 (HARYANA)

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CAREER OBJECTIVE

To pursue a career in an esteemed organization and to hold a responsible position which would enhance my skills to work in competitive environment and carve a winning edge for the organization.

WORK EXPERIENCE**1. Compliance Manager with CUF Corporate Group, Gurugram (June, 2021- till date)****Company Information**

CUF Corporate Group (Crescore, Unor & Fundron) comprises of 4 Group Companies and one LLP. The Group is involved in varied business activities such as trading and manufacturing of Healthcare, surgical and medical products and equipment's, Wealth, Insurance and Financial Management.

Job Description:

- Preparations of notices, agenda's and conducting Board, General and Committee Meetings.
- Recording and maintenance of Minutes Books.
- Incorporation of Limited Liability Partnership.
- Compliances related to MSME and IEC updation.
- Event based Compliances of filing E Forms such as DPT-3, CHG-1, DIR-3 KYC, MSME-I
- Drafting and Vetting of Agreements
- Annual and Half Yearly compliances of IRDAI.
- Liasoning for matters related to BIS Certifications, GEM Portal and remittances related to import and export.

2. Company Secretary with Magnum Group, Gurugram (November, 2020- May, 2021)**Company Information**

Magnum Group is in the business of manufacturing and trading of two wheeler and four wheeler Auto parts, stainless and mild steel tubes and office and school furniture. The Group has a Joint Venture with Japanese Corporation.

Job Description:

- Preparations of notices, agenda's and conducting Board, General and Committee Meetings.
- Recording and maintenance of Minutes Books.
- Annual Compliances relating to Financial Statements, XBRL filing and Annual Returns.
- Compliances related to appointment and cessation of Directors.
- Liaising with the Cost and Internal Auditors.
- Compliances related to MSME, Deposits, appointment of Cost Auditors and Cost Audit Report.
- Drafting and vetting of Agreements viz. Job work Agreement, Dealership Agreement, Lease Agreement, Vehicle Hire Agreement, Non-Disclosure Agreement, License Agreement and Manpower Agreement.
- Compliances related to Application/Modification/ Updation in Import Export Code.
- Compliances relating to Corporate Social Responsibility as per Companies Act, 2013.
- Assisting in compliance and documentation related to registration of Vendors.

3. Company Secretary with Madhya Pradesh Jal Nigam Maryadit, Bhopal, a Government Company (March 2016 – December 2019)**Company Information**

Madhya Pradesh Jal Nigam Maryadit (MPJNM) is a wholly owned State Government Company, envisaged as an implementing agency on behalf of Government of Madhya Pradesh, to roll out the Multi Village Rural Water Supply Schemes for providing Safe Drinking Water to each and every household living in the State of Madhya Pradesh.

Job Description:

- Preparations of notices, agenda's and conducting Board Meetings, Audit Committee Meetings and General Meetings.
- Annual Compliances relating to Financial Statements, XBRL filing, Annual Returns etc.
- Event based Compliances such as appointment/cessation of Directors and Key Managerial Personnel, Allotment of Shares, increasing the Authorized and Paid-up Share capital, transfer of shares and other compliances required under the Companies Act, 2013 and rules made there under.
- Drafting/altering/vetting of Board Reports, Resolutions, Explanatory Statements, Agreements, Memorandum and Articles of Associations, Agreements and RFP'S.
- Preparation and Maintenance of Statutory Records and Registers under Companies Act, 2013.
- Recording & maintenance of Minutes Book of Board and General (Annual General Meeting & Extra-Ordinary General Meeting) Meetings.

- Drafting and compilation of Annual Reports to be placed before the State Legislature under the provisions of Companies Act, 2013.
- Appointment of Secretarial Auditor and Internal Auditor.
- Alteration of Memorandum of Association and Articles of Association.
- Liaising with Statutory Auditors with regard to conducting of Audit and Finalization of Annual Accounts.
- Liaising with the office of Comptroller & Auditor General of India (CAG) with regard to appointment of Statutory Auditors and conducting of Supplementary and Expenditure Audit.
- Handling matters related to the Human Resource Department and Administration of the Organization.

4. **Company Secretary with People's Group, Bhopal (June 2013-March 2016)**

Company Information

People's Group is a conglomerate of Group Companies, a Private University, Medical and Educational Institutions and a Charitable Trust. The Group has interests in diversified fields which include hospitals, amusement parks, malls, multiplexes, mass communication, film production, publishing adventure activities, real estate and so on.

Job Description:

- **Secretarial Work:** Compliances of 13 group companies
 - **Legal and Administration work:** Assisting the Chief legal officer in preparation of Deeds, Agreements, Suits, Litigations, Notices and other Legal Documents, Vetting of Contracts, Agreements, MOUs, Assisting in preparation of petitions and appearing before various authorities such as Tribunals, District Court, and Supreme Court.
5. Intern with **JURIS CONSULTUS** (Corporate Law Firm) from April 2013 – May 2013.
 - Handled work related to drafting, documentation and research on the cases pertaining to Civil, Criminal, Corporate and Consumer Laws.
 6. Trainee with the **Registrar of Companies (ROC), Madhya Pradesh & Chhattisgarh**, Ministry of Corporate Affairs (15 days)
 7. Worked as a trainee for 15 months articleship with:
 - 10 months training as CS Trainee with **Sheetal Khurana & Associates**, (13/02/2012 to 13/12/2012),
 - 5 months training as CS Trainee with **PVR & Associates**, (9/09/2011 to 9/02/2012)

EDUCATIONAL QUALIFICATIONS

1. PROFESSIONAL QUALIFICATION

- Passed CS Professional Programme in December 2011.
- Passed CS Executive Programme in June 2010.
- Passed CS Foundation Programme in December 2008

2. ACADEMIC QUALIFICATION

- L.L.B from State Law College, Barkatullah University in 2014 with 68%. (**SCORED MERIT POSITION**)
- B. Com from Sarojini Naidu Girls Govt. (Nutan) College, Barkatullah University in 2011 with 80%.
- High School from St. Joesph's Senior Secondary School, Bhopal affiliated to C.B.S.E Board with 84.2%.
- Senior Secondary School from St. Joesph's Senior Secondary School, Bhopal affiliated to C.B.S.E Board with 79%.

IT SKILLS

- Well conversant with MS Word, Excel and Power Point.
- Undergone 70 hours Computer Training Course at NIIT as prescribed by the Institute of Company Secretaries of India and scored 87%.

PERSONAL INFORMATION

Date of Birth: October 09, 1990

Marital Status: Married

Language known: English and Hindi