

MOHINI PURSHOTTAM SHARMA

ACS No. 57068

eCSIN no. EA057068A000041569

Email id: mohinisharma124680@gmail.com

Contact No. 8356822404 / 9022989837

Career Objective

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

Professional Experience

1. Currently working with **Gujarat Sidhee Cement Limited** as a Senior Officer – Corporate Secretarial since April 2019.
2. **The Great Eastern Shipping Company Limited** (October 2017-2018) - Worked as a Management Trainee for 1 year as mandated by the Institute of Company Secretaries of India (ICSI).

Job Responsibilities

- **Secretarial Work:**
 - Analysing the Memorandum and Article of Association as per company's stand.
 - Preparation of Notice, Agenda for Board and Committee and assist in convening Board & Committee meeting and minutes for the same.
 - Preparation of Annual report, Directors Report, Corporate Governance Report and assisting the superior for conducting AGM of the Company
 - Research on the changes in the business legislatives and regulations.
 - Maintenance of statutory records and registers.
 - Assisted in amalgamation procedure and prepared documents related to the same.
 - Filing of various e-forms with MCA.
 - Appointment, Removal, Resignation of Directors and Executive Directors and related compliances.
 - Compliance related to transferring of unclaimed/ unpaid amount with IEPF Authority, co-ordination with shareholders, filing of online verification report, etc.
- **SEBI Regulations:**
 - Stock Exchange related compliance (Quarterly/Half Yearly/Yearly/Event based).
 - Independently handling compliances related to SEBI (Prohibition of Insider Trading) Regulations, 2015.

- Dealing with Stock Exchanges for filing of disclosures and other regular correspondence for a listed Company.
- Demat, transfer and transmission of shares and liaoning with Registrar & Share Transfer Agent.
- Resolving shareholder query related to dividend, share certificate etc.
- Liaison with CDSL / NSDL / Stock Exchanges with respect to ESOP allotment and other Secretarial Activities.

➤ **Legal:**

- Drafting and vetting of various agreements like Lease Agreements, Distributorship Agreements, Service Agreements, Leave and License Agreements, Non-disclosure Agreement, etc.
- Compliances reporting under various laws such as Shops and Establishment Act, etc.

Academic Qualifications

1. Pursuing LLB, currently in first year of LLB.
2. Qualified CS from ICSI and awarded Membership in November, 2018.
3. Pursued M. Com (Business Management) from Mumbai University, 2019.
4. Graduated in B. Com from Mumbai University, 2016.
5. HSC and SSC form Maharashtra State Board, 2013 and 2011.

Computer Proficiency

- Conversant in MS Office, and familiar with internet application and its operation.
- Operating Systems: Windows XP, Vista & Windows 10.
- Well versed with MCA21, SEBI, BSE, NSE website.

Personality Traits

- Proficient communication skills.
- Professional and decent behaviour.
- Excellent team player.
- Accountability and adaptability to changing environment.

Personal Information

Date of Birth:	March 08, 1993
Marital Status:	Unmarried
Address:	Flat No. 302, Vimal Apartment, Carter Road No. 5, Borivali (East), Mumbai – 400066
Languages known:	English, Hindi, Gujarati and Marathi
Hobbies:	Reading, Writing, Listening Music