

CURRICULUM – VITAE

KARTHICK M
ACS, LLB, B.Com

**165/1, Krishnarayapuram Thotta Salaigal,
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CAREER OBJECTIVE

Seeking challenging assignments in compliance and secretarial department of the organization to ensure compliant and litigation free environment

SECRETARIAL EXPERIENCE

- Currently associated with V Prasanna & Associates as Secretarial Executive **(November 2020 – Present).**
- Completed 36 Months Full-time internship with V Prasanna & Associates, under the guidance of CSV Prasanna as CS (Apprenticeship Trainee) **(October 2017- October 2020).**

EDUCATIONAL/PROFESSIONAL QUALIFICATION

Course	Board/ University	Year of Completion
CS	ICSI	2021
LLB	Tamil Nadu Dr. Ambedkar Law University	2019
B.Com	Bharathiar University	2016
Higher Secondary (12 th)	Matriculation (State)	2013
Secondary (10 th)	Matriculation (State)	2011

PROFESSIONAL TRAITS

- Adherence to Statutory Compliances with the ability to relate theory with practice; thorough exposure across rendering functions of Company Laws.
- Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks; resilient with a high level of personal integrity and energy experience.

SECRETARIAL EXPERIENCE

- Drafting of Detailed Agenda, Notices, attendance sheets, and Resolutions of Board Meetings, Committee Meetings and General Meetings and maintaining Statutory Registers specified under Companies Act, 2013.
- Drafting of Minutes of Board Meetings, Committee Meetings and General Meetings as required under Secretarial Standards and Companies Act, 2013.
- Assisting in work related to transfer/transmission of shares, issue of duplicate share certificate, splitting up of shares certificate.
- Preparing of Annual Report and Annual Filling of various companies.
- Preparing and Filing of various E-forms for various purposes as required under the Companies Act, 2013.
- Preferential Allotment, Private placement, Conversion of un-secured loan into equity share capital as per the provisions of Companies Act, 2013.
- Appointment & Resignation of Statutory Auditor, Company Secretary, Managing Director, Independent Director, Nominee Director etc and multiple changes therein.
- Obtaining DIN for prospective Directors and updation thereof from time to time.
- Incorporation & Commencement of various Companies in terms of the provisions of Companies Act, 2013.
- Constitution and Reconstitution of LLP.
- FEMA and GST related compliances
- Assisted in Secretarial Audit

TECHNICAL KNOW-HOW

- MS Office (Word, Excel, Power Point etc.) and Internet Application;
- Well versed with the working of MCA portal, RBI(FIRMS), DGFT, GST etc

PERSONAL INFORMATION

Father's Name: Mr. E Manokaran

Date of Birth: 07.12.1995

Languages Known: English & Tamil

Sd/-

(Karthick M)