

PARUL GOSWAMI

Company Secretary



Efficient, Energetic, Hard Working & Self Driven experienced professional having 9+ years of Company Secretarial experience with strong presentation, communication and interpersonal skills seeking challenging assignments across Corporate Affairs, Strategic Planning & Management, Company Laws and related compliances.

CONTACT



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Bangalore - 560061

PROFESSIONAL EXPERIENCE

IndianMoney.com

Company Secretary/Bangalore, Karnataka/ Mar 2018-Present

- Manage all Secretarial and Legal compliances of the Company
- Manage RBI Compliances – filing FC-GPR forms, FLA returns
- Manage IRDAI compliances – quarterly, half yearly and annual return filings
- Enabling the business to be compliant with Labour Laws
- Filing Annual Financial Results of the company and its subsidiary with MCA as per applicable rules
- Manage regular and event-based filings of various forms -Increase of authorized share capital, Issue of equity shares through private placement, preferential allotment and Right Issue, Issue of compulsory convertible debentures, change of Registered office as per Companies Act, 2013
- Transfer and Transmission of shares
- Alteration in MOA & AOA of the Company viz. Alteration in Main Object, Alteration in the Capital Clause
- Procedure and compliances of Buy-Back of Shares
- Conversion of Debentures into Shares
- Making arrangements for conducting Board and Annual General Meetings, Draft and circulate Notice and Agenda for Meetings, finalize and circulate Minutes of the Meetings
- Continuous Interaction with Board of Directors and shareholders of the company
- Drafting General Contracts such as Confidentiality and Non-Disclosure Agreements, Letter of Intent, Purchase order, Memorandum of understandings, Affidavits, Power of Attorneys, Letter of Authority. Commercial Agreements such as Rent Agreements, Leave and License Agreements, Franchisee Agreements, Service Agreements, Vendor Agreements, Marketing Agreements, Consultancy Agreements. Technology contracts and E-commerce Agreements such as Master Service Agreements, Software development Agreements, End-user Agreements, Terms & Conditions and Privacy policy of website, Terms & Conditions and Privacy Policy for App. Investors Related Agreements such as Shareholders Agreement (SHA), Share Subscription Agreement (SSA), Debenture Subscription Agreements
- Drafting of various Policies such as POSH, Zero Tolerance Policy, Employee Stock Option Scheme, various Insurance related Policies such as soliciting insurance products, for outsourcing of activities and Grievance redressal mechanism, as per Insurance Regulatory Authority of India (Insurance Brokers) regulations, 2018
- Liaising and assisting external councils in various legal matters of the Company, drafting various legal notices replies, reply to customer complaints, handling payment gateway disputes,

AREAS OF EXPERTISE

- Companies Act, RBI and IRDAI Compliances
- Liaise with various government and regulatory bodies (such as ROC, RBI, Trademark Registry)
- Drafting & Negotiation
- Team Management

WORK ASSIGNMENTS

- Statutory record/register maintenance
- Buy Back of shares
- Private Placement
- Handled FDI
- Vendor Management
- IPR assignments
- Handled ESOPs
- Statutory registrations

- On-boarding and off-boarding of Vendors and their Due Diligence
- Handling Companies IPR assignments, assisting external Attorney for filing Trademark applications, statements and counter statements, opposition notices.
- Registration and renewal of various licenses of the Company such as MSME registration, Shop and Establishment, PF & ESI, IRDAI direct broker license of IRDAI
- Liaison with Registrar of Companies, CLB, Regional Director, IRDAI

Dolphin Group

Company Secretary/New Delhi/Aug 2014-Oct 2017

- Manage company secretarial functions and responsibilities
- Preparing and filing annual return (XBRL filing) and other documents with ROC as per applicable rules
- Filing of various forms of the Company with ROC as per Companies Act, 2013
- Payment of stamp duty on issue of new share certificates
- Transfer and Transmission of shares
- Convening of Board and General Meetings, Drafting of Minutes, Notice and Agenda for Meetings, Directors Report forming part of the Annual Return of the Company
- Drafting and vetting of various agreements like Lease Agreements, Leave and License Agreements, Franchisee Agreements, Human Resource Consultancy Agreements, Shareholders Agreement
- Drafting of other legal documents like, POA, Affidavits, Letter of Authority etc.
- Maintenance of Statutory records & registers pursuant to the Companies Act
- Work relating to Modification, Creating & satisfaction of Charges. Handled Satisfaction of Charge and co-ordination with Bank for the necessary formalities
- Managing the FDI work, filing of ARF, FCGPR and other documents with RBI for inward and outward remittance.
- Trademark search, Liaising and assisting advocates for Trademark work
- Maintain and update all licenses of the Company like, MSME Certificate, FSSAI, Kosher certificate, Halal Certificate
- accounting of a Trust, Maintain and update its various registrations like; 80G certificate, FCRA Certificate
- Prepare and implement SAR (Stock Appreciation Rights) Scheme for Company's Employees
- Assist in Merger of Associate Companies
- Assist in Legal Matters
- Liaising with external regulators, solicitors and auditors

RMS & Associates

Company Secretary/New Delhi/July 2013-July 2014

- Incorporation of companies, Limited Liability Partnership and work relating thereto
- Timely filing of various Forms & returns with Registrar & Companies, under MCA 21
- Liaising with Registrar of Companies, CLB, Regional Director,
- Preparation and filling of Compliance certificate.
- Search & Inspection of records of various companies at ROC office, MCA Portal and preparation of search report and Due Diligence Report thereof for review & reporting purposes.
- Applying Director Identification Number (DIN) and Digital Signature Certificate (DSC).
- Worked on updating of master data of companies on MCA21 Portal.
- Obtained certified true copies of the required Forms from the office of Registrar of Companies, Delhi & Haryana

COMPUTER PROFICIENCY

- MS-Office (Word, Excel, PowerPoint)
- Tally 7.2 & 9
- Genius (E-Return filing software).
- MCA 21, BAPS (IRDAI) Portal
- NIIT Certified in "Understanding IT In Corporate Environment" Course

ADDITIONAL SKILLS

- Stakeholder Engagement
- Problem Solving
- Excellent Communication
- Analytical Thinking
- Team Player
- Flexible & Tolerable
- Coordination & Collaboration

RNB Group*Assistant Company Secretary/New Delhi/June 2012-June 2013*

- Assisting Company Secretary in secretarial tasks
- Drafting minutes of Board and General Meetings within set timeframes
- Maintenance of Statutory Registers under Companies Act, 1956.
- Preparation and filing of various E-Forms and Returns required to be filed under Companies Act, 1956 with ROC
- Liaising with Sales Tax Department for Issuance of C-Forms
- Assisted in VAT Assessment

B.S. Goyal & Associates*Practicing Company Secretary/New Delhi/Aug 2011-June 2012*

- Incorporation of companies
- Liaising with Registrar of Companies Office, New Delhi
- Filing Quarterly and Half Yearly returns with stock exchange
- Filing of Annual Financial Results through XBRL software
- Preparing Due Diligence report
- Maintenance of statutory records, minutes of the Companies as per Companies Act, 1956
- Documentation and filing of form for the purpose of striking off name of the company under section 560 of the companies Act, 1956 and Under EES,2010
- Preparation of records like cash book, sales register, purchase register, party ledger etc. in Tally.
- Bank reconciliation, Debtor and creditor reconciliation
- Assisted in preparation of final accounts
- Vat computation
- Preparation & E-filing of sales tax returns
- Filing of E-TDS

Vishal Aggarwal & Associates*Internship: Practicing Company Secretary/New Delhi/July 2009-Nov 2010***RECOGNITIONS & REWARDS**

- Awarded as best employee of the year in Dolphin Group of Companies
- Won Best Team Presentation Award in Annual Business Meet of Dolphin Group of Companies

EDUCATION

Associates Member of the Institute of Company Secretaries of India
Since February 2011, Membership No. 27438

Masters of Commerce – Business Policy & Corporate Governance
IGNOU, 2012

Bachelors of Commerce
Delhi University, 2010

REFERENCES

- Available on request

OTHER PERSONAL INFORMATION

Date of Birth:
05/10/1987

Nationality:
Indian

Languages Known:
English, Hindi