

Dear Sir

Sub: Application for the job of Associate Company Secretary

I wish to associate myself with your esteemed organization. I am a qualified Company Secretary.

I believe your organization would extend to me inexhaustible opportunities in my career enhancement. As far as my work experience is concerned, I was previously working as Company Secretary in Dhanashri Home Finance Private Limited. Before that I had worked as a Company Secretary in B B A & Co. a Practicing CA Firm, and thereby have a good working Knowledge of the Companies Act, 1956 & 2013, ITR filing of Companies and Individuals, PF and TDS, Party Reconciliation.

I assure you that, if given a chance, will leave no stone unturned in satisfying you with my hard work and sincerity at all platforms offered to me.

The CV is enclosed for your kind consideration. Looking forward for a positive response.

Thanking You

CS Sweety Agarwal

Encl.: CV

CS Sweety Agarwal

Contact No- 9522073451

Email id- Sweetybansal4@gmail.com

Objective

To prepare exhaustively for challenges ahead and to attain conceptual clarity & working knowledge in all fields related to my profession to contribute to the organization as a professional.

Educational Qualification

Name of the Course	Name of the Institute/ University	Year of Passing	%age	Achievement
Company Secretaryship (Professional)	Institute of Company Secretaries of India (ICSI)	2013-2015	56	Exemption in ACP, FM, IT
Company Secretaryship (Executive)	Institute of Company Secretaries of India (ICSI)	2012-2013	66.7	Exemption in all Subjects
Graduation (B.Com) Finance Hons.	Sambalpur University, CHSE Board, Rourkela, Orissa	2010-2012	61.8	---
Intermediate (Commerce)	Sambalpur University, CHSE Board, Rourkela, Orissa	2008-2009	82	Highest Score in Hindi
High School	Saraswati Vidya Mandir, Rourkela, CBSE	2007	78.2	Highest Score in Hindi

Work Experience

April 2019 to April 2021

Company	M/s Dhanashri Home Finance Private Limited, Bengaluru
Job Profile	Company Secretary
Experience	• Secretarial Compliances and filing of various e-forms with the MCA; • Analysis of Draft Financial Statements including CARO, notes to accounts; • Ensure compliances of TDS Provisions; • Compliance of all legal formalities with the authorities; • Arranging Board meeting/ General meeting; • Prepare minutes books, mainting registers; • Preparation of XBRL; • Regular Compliance with various authorities.

Feb 2018 to Sep 2020

Company Profile	M/s B B A & CO., Rourkela, Odisha is a Chartered Accountant Firm in Practice in Eastern India; the Clientele includes several reputed companies and premier business groups.
Job Profile	Assistant Company Secretary
Experience	• Secretarial Compliances and filing of various e-forms with the MCA. • Handling Insolvency of Financial Creditors and apply with the authorities. • Analysis of Draft Financial Statements including notes to accounts, CARO • Appointment of directors, KMPs. • Issuing share certificates and recording transfers and allotment of shares • CSR Compliances • Annual Filing including XBRL filing • Depreciation as per Accounting Standard 6 and as per schedule II of Companies Act 2013 • Preparation of Form 3CA, 3CB & 3CD • ITR Filing of Individuals/ Firm/ Company. • Ensure compliances of TDS Provisions • GST Filing & Returns Filing • Tally ERP 9.0 • Reconciliation with Parties. • Compliance of all legal formalities with the authorities • Maintaining and updating Blueprint database for all clients companies • Making DSC

Nov 2016 to Dec 2017

Company Profile	Staunch Etail Services LLP, Delhi is an ecommerce company dealing in various Brands and act as a seller at various sites likes Flipkart, Snapdeal, Amazon, paytm and so on and having various Branches across the country.
Job Profile	Internal Auditor
Experience	• Auditing all sales / purchases from B2B as well as B2C party according to the documents. • Reconciliation with party, bank reconciliation. • Stock reconciliation with the portals branch wise and along with warehouses. • Auditing of all expenses and commission invoices. • Handling TDS, GST Returns Documents. • HR compliances, PF, ESI deduction of employee/ employer. • Drafting of sellers agreement. • Compliance of all legal formalities with the authorities. • Filing various form with the authorities.

April 2016 to till July 2016

Company Profile	M/s Kadmawala & Co., Rourkela, Odisha is a leading Chartered Accountant Firm under Company Secretary in Practice in Eastern India having 6 branches across 4 states and having PAN India associate branches. The Clientele includes several
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	reputed companies and premier business groups.
Job Profile	Secretarial & Legal Head
Experience	- Analyzing the Memorandum And Article of Association as per Company's stand including alteration viz. change in Name Clause, Object Clause, Capital Clause of the Company - Incorporation of Private Company, Public Company, OPC - Preparing agendas for board meetings - Drafting of Notices, Resolution of BM, AGM, EGM - Increasing in the share capital of the company - Allotment of shares along with their conversion of secured loan into Equity shares - Appointment of Directors, KMP and their reappointment - Appointment of statutory Auditor, Cost Auditor - Preparation of Directors Report, Annual Report, Annual Returns, Compliance Certificates etc - Handle the request for Transfer and Transmission of shares - Handle Creation/ Modification/ Satisfaction of charge and co-ordination with Bank for the necessary formalities - Filing of all types of statutory E-forms and returns under Companies Act and related laws with RoC. - Preparing Minutes Book, Combined Register and other statutory records as required under Companies Act within set timeframes - Due Diligence of Secretarial Records of Company since incorporation. - Reporting on Company Procedures & developments in a timely & accurate manner - Preparing of Search Report - Filing XBRL - Recording of all the transaction in the software i.e. details of capital, allotment, director, charge, members, transfer and other facility available - Other Secretarial work.
Achievements	Handling Statutory compliances of about 70 companies under the provisions of the Companies Act and maintaining their statutory records and registers as required under the Act.

Article ship Details (13.09.2013 to 31.12.2014)

Worked as a Company Secretary Trainee under the same Firm as mentioned above during my training period commencing from September 2013 to December 2014.

Achievements

- On Completion of Management Training with the above firm was appraised as a meritorious performer and was offered employment for assistance in secretarial jobs.
- Awarded as a Best presenter during Msop training under Company secretary course.

Professional Skills

- Strong IT Skill, including experience with company secretarial database and board portal software i.e. Compu Tax, Tax Pro.

- Confident and Energetic with ability to learn
- Quick adaptability to working conditions.

Computer Skills

- Diploma In Computer Application – I Year (ICA)
- Post Graduate in Computer Application – I Year

Date of birth: 2nd May 1992;

Linguistic Proficiency: English, Hindi

Interests: Visiting New Places, Net Surfing

Present Address: Flat No. C-4/133, Swarnashree Enclave, 9th Cross Road, Manjunatha Layout, Munnekolala, Bengaluru, Karnataka 560037

Permanent Address: 26/4, Ground Floor, Nehru Nagar (East), Near ICICI Bank, Infront of Muthoot Finance, Bhilai, Chattisgarh 490020

Declaration

I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.

Date: 20.12.2021

Place: Bengaluru