

Summary: I am Pursuing Company secretary and proactively working to develop and enhance Board and Committee processes and controls in response to regulatory and industry changes. Developing and maintaining positive professional working relationships with Directors, NEDs, and senior managers within the business Assistance with board and shareholder meeting management. Also, I am Healthcare Enthusiast who is looking forward to learning worldwide healthcare market it's compliance and regulation. I am passionate about Zumba and makes me a team player in choreographing strategies for business compliance and idea materialization.

EDUCATION:

The Institute of Company Secretaries of India Company Secretary	Present
City premier college Bachelor of Business Administration - BBA, Business/Commerce, General	2019 - 2022
Somalwar Academy Education Society High School Diploma, science	2016 - 2018
School Of Scholars, Nagpur Schooling	2005 - 2016

CORE COMPETENCIES:

- Tax Practitioner
- Compliance Practitioner
- Financial Analyst
- Content Writing
- Communication
- Multitasker
- Active Listening
- Clerical
- Critical Thinking
- Zumba Instruction
- Time Management

EXPERIENCE:

Swago, Pune, Maharashtra, India Compliance Specialist <ul style="list-style-type: none">• Preparation of monthly/quarterly MIS Reports on various compliances for visibility / transparency.• Drafting of Notices and Minutes of the meeting.• Drafting and preparation Contracts, proposals and deeds as per the company's requirement.• Managing and ensuring timely payments of dues.• Assisting Directors in their business acquisition.• Preparation and Management of Accounts.	Jan 2021 - Present
Altruists, Pune, Maharashtra, India Medical Secretary <ul style="list-style-type: none">• Drafting and editing letters sent by doctors to the patients.• Chasing the results requested by doctors.• Managing Doctors calenders and Handling of patients.• Sending Letters to consent patient as requested.• Interacting with end-clients for process optimization and improvement.	Jan 2022 – May 2022
CAP & Co. Nagpur, Maharashtra, India Executive Assistant Vs Compliance Practitioner <ul style="list-style-type: none">• CS Related Work• Preparation of corporate secretarial documents such as-• Notice/agenda/ Board Resolution• Minutes of the board meeting & shareholders meeting• Preparation and maintenance of Statutory Records and• Registers as prescribed under Companies Act, 2013• Preparation, and electronic submission of forms on the MCA21 portal including other E-forms.	Jun 2021 - Dec 2021

- Incorporation of private company and Section 8 Company under Companies Act, 2013, Limited Liability Partnership under LLP Act, 2008
- Preparation of documentation and electronic filing for allotment of shares under Rights Issue under Companies Act, 2013.
- Conducting various search with MCA as per the requirement of the client.
- Preparation of monthly/quarterly MIS Reports on various compliances for visibility / transparency.
- CA Related Work
- Companies Audit
- IT Returns Filing of various entities
- Charitable Trust Audit
- Reconciliation of Accounts
- GST Returns.

JADWANI & Co. Nagpur, Maharashtra, India

Sep 2020 - Mar 2021

Executive Assistant Vs Tax Practitioner

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- GST Returns
- Banking Finance Related Work (Processing of Business Loans)