

Aniruddha Paul

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CAREER OBJECTIVES:

"To be a part of one of the renowned organizations and to secure an administrative position in Secreterial/Administrative department alongwith dealing in Corporate laws and to strive towards the excellence of the concerned organization thereby adding glare to my career growth."

PERIOD OF WORK EXPERIENCE:

- Completed my Articleship as Management Trainee for 15 months under CS Kuldip Sharma at Guwahati from (05/02/2018-05/05/2019).
- Served as an Assistant Executive under CS Bhaskarjit Goswami at Bhaskarjit Goswami & Associates for a period of 2 years and 3 months from (01/09/2019-31/12/2021).

WORK EXPERIENCE:

- Incorporation of Private Ltd.Co, LLP(Limited Liability Co.), Section 8 Co.(Non-Profit Co.), OPC(One Person Co.) and Producer Co.
- Winding up of Private Ltd Co.
- Drafting of MOA(Memorandum of Association),AOA(Articles of Association),Certificate of shareholding, Deed of Tenancy Agreement and Affidavit as per the provisions of the Companies Act,2013.
- Preparation of Notices for Board Meeting, AGM(Annual General Meeting),Directors Report and resolutions for various purposes.
- Annual Filing of Private Companies & State Government Public Corporations.(Both preparing and filing of E-Forms).
- Preparing Minutes of Board Meetings of State Government Public Corporations.
- Appointment & Resignation of Statutory Auditor of Private and Public Companies.
- Appointment & Resignation of Directors of Private and Public Companies.
- Dealing with compliances related to change in registered office address of Private Companies.

- Applying DIN(Directors Identification Number) for Directors of Private & Public Companies.
- Creation, modification& satisfaction of charge on the assets of the company.
- Allotment of shares by Private Companies.
- Alteration of share capital of Private Companies.
- Filing of resolutions and agreements to the ROC(Registrar of Companies).
- Annual maintenance of Company KYC.
- Annual maintenance of Director KYC through the MCA(Ministry of Corporate Affairs) portal.
- Dealing with updation of details of Directors by filing Dir-3(KYC) E-Form.
- Issuance of Equity shares on preferential allotment.
- Filing of Proxy Forms on behalf of shareholders of Private Companies to attend AGM(Annual General Meeting).
- Dealing with change in particulars of Directors/Designated partners.
- Dealing with change in the registered office address of Private Companies.
- Transfer of shares by way of Gift.
- Monthly compliance of Provident Fund of Private Company.
- Monthly compliance of Professional Tax of Private Company.

TRAINING PROGRAMMES:

- Completed **Professional Development Programme** of 25 hours conducted by the Institute of Company Secretaries of India(ICSI) dated 05/06/2017.
- Completed **E-Governance Academic Programme** of three days conducted by the Institute of Company Secretaries of India(ICSI) dated 05/06/2021.

PRACTICAL VISITS:

- Have attended five Board Meetings of State Government Public Corporations as a special invitee.
- Have attended one Board Meeting of Assam State Development Corporation for Scheduled Castes Limited on behalf my Sir.
- Have attended one Audit Meeting of Assam Government Marketing Corporation.
- Various other visits related to the requirements of the clients

ACADEMICS:

YEAR	EXAMINATION	INSTITUTION	BOARD/UNIVERSITY	PERCENTAGE
2016	LL.B(Honors in Business Laws) > (Has been the 4 th Rank Holder in Business Law Honors Group)	J.B.Law College	Gauhati University	64
2012	Company Secretaryship Executive(Intermediate) Level	Institute Of Company Secretaries of India(ICSI)	Institute Of Company Secretaries of India(ICSI)	54
2016	M.Com (Honors in Accountancy)	Gauhati University (IDOL)	Gauhati University	57
2009	B.Com (Honors in Accountancy)	Gauhati Commerce College	Gauhati University	53
2006	Higher Secondary	Icon Academy	Assam Higher Secondary Education Council(A.H.S.E.C)	58
2004	Matriculation	Disney Land High School	Secondary Education Board of Assam	55

COMPUTER PROFICIENCIES:

- Computer training on “Understanding Information Technology in the Corporate Environment” conducted by the Institute of Company Secretaries of India(ICSI) through Aptech Computer Education at Guwahati for three months which completed on 25/05/2010.
- Operating Systems: Windows XP, Vista & Windows 7, Windows 8, Windows 8.1 and Windows 10.
- MS Office package: Word, Excel.
- Internet(including filling of Online E-Forms and monthly returns of Provident Fund and Assam Professional Tax).

SUMMARY OF SKILLS:

- Driven to learn and apply new ideas and skills .
- Strong communication skills.
- Able to coordinate multiple projects and meet the deadline under pressure.

LANGUAGE PROFICIENCY:

Linguistic Ability : English, Assamese, Bengali &Hindi

ADDRESS FOR COMMUNICATION:

- Lachit Nagar, Lachit Lane, Opp.Sub-Post Office, Near Bhabani Offset, Guwahati,781007. ASSAM

I do hereby firmly declare that all the above furnished details are true to the best of my knowledge.

Date:15/01/2022

Signature:

Place: Guwahati