

**CS Abhishek Kumar**  
Company Secretary, PGDBM, LL.B.

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📞 9627342306

## **JOB OBJECTIVE**

To work at a position within organization that would entrust me with using my skills in providing best services in different legal aspects and corporate matters.

## **PROFESSIONAL SYNOPSIS**

- Associate Company Secretary and a Law graduate with Financial Management Skills.
- Rich experience of 4 years of Independent consultancy in Company Law, GST and Income Tax matters.
- Deft in Statutory Compliance Management and dealing with various Departments.

## **PRACTICAL EXPERIENCE**

- Presently working as independent consultant of Company Law, GST and Income Tax matters for last 4 years

## **INTERNSHIPS**

- 15 Months Company Secretary Article-ship with M/s SINGH A & ASSOCIATIES, Practicing Companies Secretaries, Delhi.
- 15 days specialized Training, with M/s. KJ & ASSOCIATES.
- 2 Months Management Training with SVP Industries Limited, while pursuing PGDBM.

## **KEY DELIVERABLES**

### **CORPORATE AND ALLIED LAWS**

- Ensuring secretarial & regulatory compliance in line with law and company's charter documents;
- Expert advice to management on good corporate governance to avoid cost of non-compliance;
- Dealing with external Authorities viz. ITO, VAT authority, Banks etc.
- Drafting of Notice ,Agenda and explanatory Statement for Directors and Shareholders Meeting;
- Drafting of Resolutions and Minutes of meeting of Directors, shareholders and other Committee.
- Compliance as regard to appointment and cessation of Directors of the company.
- Obtaining DSC and DIN and getting their KYCs done.
- Well Conversant with MCA portal and periodical / event based filing under Companies Act.
- Preparation of Annual Documents i.e. Notice, Director Report, Annual Return, List of Members.
- Maintenance and updation of range of statutory records/register;
- Practical knowledge of e-filing of all GST monthly and Quarterly Returns, Income tax returns of Individuals, Firms and Companies.
- Drafting of basic legal documents viz. affidavit, Power of Attorney, notice replies, etc.
- Drafting and reviewing various business agreements, Lease, LLP Agreement, and Partnership Deed.

## QUALIFICATIONS

- Professional : Qualified the Company Secretary from ICSI, Delhi (2019).  
: LL.B. from Ch. C.S. University, Meerut in the year (2013).  
: PGDBM in Finance from J.K. Business School, Gurgaon (2010).
- Graduation : B.Com from Ch. C.S. University, Meerut in the year (2008).
- Academic : **10<sup>th</sup>** (2003) and **12<sup>th</sup>** (2005) from UP Board Allahabad.

## TECHNICAL KNOWHOW

- Proficient in computer skills,
- MS office, internet applications,

## STRENGTHS & ACHIEVMENT

- Quick learner of difficult things.
- Can handle work Pressure.
- Possess can do attitude.
- Sincere in the work assigned.

## PERSONAL PROFILE

Father Name : Shri Ashwani Kumar  
Date of Birth : 26<sup>th</sup> Aug 1987  
Marital Status : Single  
Present Address : C-74, Classic Apartment, Plot-11, Sector 22, Dwarka, New Delhi

Date:

Place:

Abhishek Kumar