
RAJKUMAR TANWAR
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CAREER OBJECTIVES

- Seeking to work in a compliance department with an organization of repute, enabling me to enrich and enhance my contribution.

EMPLOYMENT HISTORY

- Working with Zuari Finserv Limited (The Company is a wholly owned subsidiary of Zuari Global Limited and a part of the Adventz group, led by Mr. Saroj Kumar Poddar. The group owes its legacy to the remarkable entrepreneurial vision of the late Dr. K. K. Birla.) as Company Secretary from January 14, 2020.
- Worked with Indiabulls Housing Finance Limited (Listed with NSE, BSE, Luxemburg and Singapore stock exchanges) as an Assistant Manager in Secretarial Department, from January 02, 2019 till January 06, 2020.
- Worked with Indiabulls Group from June 2017 to August 2018 as a Management Trainee in Secretarial Department.

WORK EXPOSURE

A. COMPLIANCES UNDER COMPANIES LAW:

- Conducting and Preparation of Notices, Agenda, and Minutes of Various Board Meetings, Committee meetings and General Meetings;
- Maintaining and updating various Secretarial Records such as Minutes, Registers i.e. MGT 1, Register of Directors, MBP 4, and CHG 7 etc;
- Incorporation/formation of Company;
- Striking off of Companies;
- Issuance of securities through Preferential/Rights issue;
- Generation of ISIN;
- Shifting of Register Office from one state to another;
- Incorporation of Limited Liability Partnership;
- Annual Filings of LLP;
- Preparation of various agreements for LLP;
- Name change of a Private Company;
- Issue of Non-Convertible Debentures and its Listing with Exchange;
- Conversion of Loan into Capital;
- Preparation of documents and dealing with Bank i.r.t filing of FCTRS;
- Appointment of the Manager;

B. COMPLIANCES UNDER LISTING LAWS:

- Actively participated in compliances with respect to the conduct of Board Meetings of Listed
- Actively participated in compliances with respect to the conduct of AGM/EGM of Listed Company;
- Preparation and filing of various documents, intimations and statements (i.e. shareholding pattern, CGR Reports etc.) required to be filed with stock exchanges, in compliance with SEBI (LODR) Regulation, 2015 on Quarterly , Half yearly and Annual basis;
- Compliances related to Issue and listing of Debentures of Listed Company.
- Event based Stock Exchange intimations;
- Actively participated in communication with CDSL/ NSDL / RTA for ensuring timely completion of corporate action(s);

PROFESSIONAL QUALIFICATIONS

Qualification	Institution	Year of Passing
CS Professional	ICSI	June 2017
CS Executive	ICSI	December 2013

ACADEMIC QUALIFICATIONS

Qualification	Institution	Year of Passing
LLB(Pursuing)	Matsya University	In 3 rd year
B.com	Rajasthan University	2014
High School	CBSE	2011

PERSONAL DETAILS

Father's Name : Sh. Ran Singh Tanwar
Mother's Name : Smt. Krishna
Permanent Address : Johra Mohalla Patel Nagar Alwar (Raj.)
Date of Birth : March 12, 1994
Sex : Male
Marital Status : Married
Languages Known : Hindi & English

DECLARATION

I hereby declare that all the information given by me is true & the best as per as my knowledge & nothing has been concealed.

SD/-
(Rajkumar Tanwar)