

Ruchika Gupta
CS Professional (Passed Out), B.Com

Email –ruchikagupta635@gmail.com
(M)- +919529226716

CURRICULUM VITAE

CAREER OBJECTIVE

I am looking forward to be associated with an organization that will offer great opportunities and learning environment to develop and enhance my legal and secretarial skills, knowledge and experience.

PROFESSIONAL & ACADEMIC BACKGROUND

Qualification	Board/University	Year	Percentage	Remarks
Company Secretary				
CS Professional	ICSI, New Delhi	Dec' 18	53.77%	65 marks in Financial Management and 83 marks in Ethics Governance and Sustainability
CS Executive	ICSI, New Delhi	Dec'16	56.00%	74 marks in Taxation and 67 marks in Costing
CS Foundation	ICSI, New Delhi	Dec' 15	83.50%	All India Rank-17
Graduation				
B.Com	Rajasthan University	2018	70.00%	94 marks in Advance Accounting and 83 marks in Business Budgeting
School				
XIIth Standard	CBSE	2015	91.24%	90 + marks in 3 Subjects
Xth Standard	CBSE	2013	CGPA 8.0	

- Pursuing LLB IInd Year from Bhagwan Mahaveer Law College and Research Center , Jaipur.

WORKING EXPERIENCE

1. Working as CS Management Trainee in “Shri Kalyan Holdings Limited (Non Banking Finance Company) a BSE Listed Company and having 26 group Private Companies in Jaipur (Since 25th November, 2020 – till present).

LISTING COMPLIANCES:

- Organizing and conducting Board Meetings, Audit Committee Meetings, Share Transfer and Investor Grievance Committee Meetings, Annual General Meeting as required under SEBI LODR, involving issuance of notices, drafting agenda, outcome of board meeting, recording minutes etc.
- Quarterly/ Half yearly/ Yearly Compliances of BSE.

- Documentation for Appointment of Independent director under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- Preparation of board's report and Annual Report of Listed Company and its filing thereof.
- Preparation & filing of Takeover Code Disclosures with Stock Exchanges pursuant to SEBI (SAST) Regulation, 2011.

SECRETARIAL WORK:

- Preparations of documents and filing of various Forms of MCA like Form-MGT-7, AOC-4(NBFC), DIR-12, DIR-11, DIR-3 KYC, DPT-3, MGT-14, MGT-15, ADT-1, ADT-3, CHG-4 & other forms of Listed and Private Companies.
- Maintenance of Statutory registers and records both physically and electronically.
- Work related to Reserve Bank of India and NBFC.
- Drafting of Minutes, Notices and Agendas of meetings For listed and other companies
- Appointment/Re-appointment and Resignation of Directors, Appointment/Re- Appointment of Internal Auditor and Secretarial Auditor.
- Assisted in conversion of companies into Limited Liability Partnership.
- Liaison with Statutory Auditors, Secretarial Auditor, Internal Auditors, and various other authorities.
- Work relating to Director Identification Number (DIN)

MISCELLANEOUS WORK

- Handling TDS and GST Payments and Returns.
- Preparation of various letters for the communication with banks and third parties.
- Maintaining day to day cash and bank transaction.

2. Worked as Credit Officer in Digamber Capfin Limited (NBFC) Corporate office – Jaipur (Since 1st February, 2019 – 31st October, 2019)

Products- (Joint Liability Group, Individual Micro Loan)

Key job responsibilities:

- Preparation of Credit Committee Report and TAT Report on monthly basis.
- Working Experience on CBS (Finflux Banking Software).
- MIS Preparation
- Headed KYC and Disbursement Department of the Products

TRAININGS & ACHIEVEMENTS

- **All India Rank 17** in CS Foundation held in Year 2015
- E – Governance of 3 days conducted by ICSI.
- Skill Development of 5 days conducted by ICSI
- Induction Program of 2 days conducted by ICSI
- Entrepreneurship Development of 5 days conducted by ICSI.

COMPUTER LITERACY

1. Certificate Course from ITC institute Diploma in Financial Accounting

- MS Advance Excel
- Tally ERP 9
- English Typing
- Filing of Income tax returns
- MS Word
- MS PowerPoint

2. Certificate Course from Corporate Finance Institute.

- Reading Financial Statements.
- Excel Crash Course

PERSONAL INFORMATION

Date of Birth	:	21 st May, 1998
Languages Known	:	English, Hindi
Father's Name	:	Sh. Mukesh Kumar Gupta
Present Address	:	2/353, Malviya Nagar, Jaipur, Rajasthan
Marital Status	:	Unmarried

Ruchika Gupta