

CURRICULUM VITAE**Career Objective**

To secure an executive position in a professional organization that provides new horizons, challenging and excellent working environment and where my potential can be actually optimized.

Management Training Exposure

From September, 2021

Working as Assisant Company Secretary in Sanjay Modi & Co.

- Buyback of Shares
- Issue of debentures
- Transmission of Shares

Worked as a Management Trainee in:

From August, 2019 to May, 2021

- M/S MR & ASSOCIATES (FCS-Mohan Ram Goenka), Practicing Company Secretary, 46, BB Ganguly Street, Bowbazar, 4th Floor, Kolkata-700012 (From August, 2019 to October, 2020)
- Working as a helping hand after Management trainee till May, 2021.

Working Experience:

- **Audit:** Due Diligence Audit, Secretarial Audit, Secretarial Compliance Report
- **ROC:** Filing of various forms relating to Incorporation of Company, Conversion of Companies, Appointment of KMPs, Increase in authorized capital, change of object clause, shifting of registered office, Annual E-forms Filing etc.
- **Drafting:** Resolutions, Minutes, Notices, Director's Report, Management Discussion Analysis Report, Disclosures.

Professional Qualifications

Course	Examinations Cleared
Company Secretary	C.S. Professional old syllabus (Module-III)
	C.S. Professional old syllabus (Module-1)
	C.S. Executive (Group-I)
	C.S. Executive (Group-II)
	C.S. Foundation

Academic Qualifications

University / Board	College / School	Examination	Year	Marks Obtained
Calcutta University	T.H.K Jain College	B.Com. (H)	2015	50%
W.B.H.S.E.	Marwari Balika Vidyalaya	Higher Secondary	2012	67%
W.B.S.E.	Marwari Balika Vidyalaya	Secondary	2010	60%

Training Certification

- Certification for completion of 9 hours of Professional Development Programme Organized by Madhya Kolkata Study Circle for the Institute of Company Secretaries of India.

- Certificate for Executive Development Programme conducted by ICSI Sept, 2019
- 15 Months Management Training Completion certificate from MR & ASSOCIATES Oct, 2020

IT Proficiency

- MS Office, MS Excel.

Awards and Achievements

- Scored 60%+ marks in Business Management Ethics and Communication, Cost and Management Accounting.
- Scored A+ Grade in Accounts in HIGHER SECONDARY.
- Topper in School from class I to class VIII.
- Awarded Certificate from “MAHARAJA AGRASEN DARSHAN SAMITI” for participating in Drawing competition.
- Awarded certificate by “INSTITUTE OF PREVENTIVE AWARENESS” (Registered under Societies Act XXI of 1860) for doing course on HEALTH EDUCATION.
- Awarded Certificate from “SAHAYOG”(Komal Charitable Trust) for participating in Drawing competition.
- Awarded certificate of honour by SHRI VISHUDHANAND HOSPITAL AND RESEARCH INSTITUTE for achieving 1st rank in the school.

Extra Curricular Activities and Interest

- Actively participated in the school cultural and social events.
- Have been the Class Representative in school for a continuous period of 5 Years.
- Have been part of Clean up drives Organized by Team “Parivartan”.
- Music, Travelling and Sports.

Personal Details

Date of Birth : 31st December, 1994
Father's Name : Pashupati Nath Khaitan
Permanent Address : 3/2 Raja Raj Ballav Street, Kolkata-700003.
Marital Status : Single.
Languages Known : Hindi, English and Bengali.