

Meenu Gautam

CS Management Trainee, Law Aspirant

To work for an organization of repute wherein hard work is recognized and to gain the professional experience under the guidance of most talented people and ensure personal and professional growth simultaneously

meenugautam181@gmail.com

+91-7088753859

Malviya Nagar, New Delhi-110017, India

26 July, 1998

[linkedin.com/in/meenugautam-74b701225](https://www.linkedin.com/in/meenugautam-74b701225)

WORK EXPERIENCE

Management Trainee

Ireo Private Limited (Oct 2021- Present)

Work undertaken are:

- Assisted in preparation of Notices, Agenda and Attendance Sheet.
- Preparation of of Various E-forms.
- Assisted in preparation of minutes of board and General Meetings
- Maintenance of statutory registers, Recording and maintaining transfer.
- Assisted in E-Filing of Various forms i.e. Form MGT-7, AOC-4.
- Preparation of Annual Filing Documents i.e. Annual Report, Director Report, Annual Return.
- Ensure compliance with the Companies Act, 2013 and Secretarial Standards to prepare & circulated drafts and Minutes of General and Board Meetings, Agendas & Notes.
- Maintained secretarial records of the company and led returns with MCA.
- Followed up on actions from various management meetings.
- Worked on legal research and client advisory.

QUALIFICATION

Bachelor of Law

DBRAU (Agra)

07/2019 - Present

CS Professional Module-III (June 2021)

ICSI

CS Executive (Dec 2019)

ICSI

Bachelor of Commerce

DBRAU (Agra)

07/2015 - 04/2018

Senior Secondary Examination

H.P.D. (Vrindavan)

04/2014 - 03/2015

SKILLS

Proactive and Analytical skills

Work Flexibility

Drafting of documents

Well Versed with MS Office (Word, Power Point, Excel)

ACHIEVEMENTS

Winner of best EDP Participant award by ICSI (NIRC) Feb. 2021

Scored 72% in Securities Law (CS- executive)

Winner of Debate Competition at School Level (2012)

CO-CURRICULAR ACTIVITIES

Volunteer in college annual fest Dec.2017.

Participated in National company law quiz organized by ICSI Nov. 2020.

Completed Executive Development Program (EDP) organised by ICSI.

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Reading Self-development and motivational books

Driving

Cooking