

COVER PAGE

Dear Sir (s),

I wish to associate myself with your esteemed organization. In reference to the Opportunity in your Organization for Company Secretary, please find enclosed herewith my resume for the same. I believe your organization would extend to me inexhaustible opportunities in my career enhancement.

I passed my B.Com, from Kanpur University and completed my Company Secretaryship Course in February 2021. As far as my work, experience is concerned. Currently working as **Whole Time Company Secretary and Compliance Officer** at **Assam Entrade Limited (BSE Listed and NBFC)** and have worked as **Assistant Company Secretary in Action Construction Equipment Limited (ACE) (NSE & BSE Listed)**. **And is amongst top 1000 Listed Companies.** I got exposure in various areas like Companies Act, 2013, SEBI Listing Regulations etc. I have undergone Management Training as prescribed by the Institute of Companies Secretaries of India (ICSI) from M/s S. K. Gupta & Associates, Company Secretaries, Roland Tower, Near ROC Building, Kanpur and thereby have a good work/ practical knowledge of the Companies Act, Secretarial Activities, Due Diligence, IND AS XBRL, FEMA, etc.

I am a self-starter and excel at managing, drafting of various legal and secretarial documents, monitoring statutory compliances and maintaining statutory books and registers under Companies Act, 2013. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your firm/ Company. I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

The Curriculum Vitae is attached for your kind consideration. Looking forward for a positive response

Thanking you,

Yours

Sincerely, Sd/-

(Anuj Gupta)

(Company Secretary)

Enclosed: Curriculum Vitae

Curriculum Vitae

ANUJ GUPTA

Mobile Number: (91-8423366808).

E-Mail ID:- 95guptaanuj@gmail.com

PERMANENT ADDRESS

68/25 Lokman Mohal,(Near Railway Station) Kanpur-208001 (U.P)

Experience Details

- ✚ **Assam Entrade Limited (BSE Listed and NBFC), Birhana Road, Kanpur (U.P)-208001**
 - Working as Whole Time Company Secretary and Compliance Officer in **Assam Entrade Limited** from December, 2022 to till date.
- ✚ **Action Construction Equipment Limited (ACE)(NSE & BSE LISTED). Dudhola Link Road,Dudhola. Distt. Haryana-121102.**
 - Working as Assistant Company Secretary in **Action Construction Equipment Limited(ACE)** from 07th January, 2022 till November.
- ✚ **S. K. GUPTA & ASSOCIATES (Practicing Company Secretaries). Roland Tower, Kanpur.**
 - Worked as Management Trainee under **S.K. GUPTA & ASSOCIATES** from 2nd July,2018 to September, 2019.

Work Handled

Compliance under SEBI Regulation:

- Quarterly/Yearly Compliances under SEBI (LODR), Regulations, 2015.
- Compliance Regulations under SEBI Prohibition of Insider Trading Regulation (PIT) Regulations, 2015.
- Pre-Compliances related to Annual General Meeting.
- Compliance with NSDL, CDSL for E-Voting facilities.
- Assisted in Conducting Annual General Meeting of the Company.
- Updating Polices under SEBI LODR Regulations, 2015
- Maintenance and handling of UPSI Software
- Handling of Unpublished Price Sensitive information
- Maintenance and preservation of Secretarial Records,
- Successfully Coordinating with different departments of Company for gathering information and Successfully Completing Conducting of Board Meetings along with Meeting of Other Committee Meetings,
- NBFC (Non-Banking Financial institution) (Non-Deposit taking and Non-Systematically Important), Compliances,
- Working with legal department and drafting of various Power of Attorney, Authority Letters, drafts and other legal compliances draft to obtain licensee and various registration from other country
- Compliances under Securities and Exchange Board of India (Substantial Acquisition of Shares

- and Takeovers) Regulations, 2011,
- Post- Compliances related to Annual General Meeting.
- Assisted in Conducting and Convening and Board Meeting of Company.
- Preparing and Filing of all Quarterly Compliances to the Stock Exchange.
- XBRL Filing of various Compliance to the Stock Exchanges.
- Updated Company website as per SEBI (LODR), Regulations, 2015.
- Handling various Shareholder queries regarding lost of share and misinformation etc.
- Managing SCORES Keeping track of investor complaints and further resolving and replying to them.
- Worked and Managed compliances with Registrar and Transfer Agent (RTA).
- Various other compliances under Regulation 30 of SEBI (LODR) Regulations, 2015.
- Preparing of Various resolutions and Minutes of Board Meetings and General Meetings
- Corporate Social Responsibility (CSR) related activities
- Dividend Matters

Compliance under Companies Act, 2013:

- Preparation of Notice, Agenda, Notes to Agenda, Minutes of Board Meetings
- Preparation of Pre/Post Board Meeting Compliance documents (Attendance, proof of sending notice, proof of receiving previous board meeting minutes)
- Appointment of Additional, Independent director
- Independent Director registration and
- Preparing in Annual Report of Listed and Public Company
- Alteration of Memorandum of Association and Articles of Association
- Preparation of Notice, Agenda, Notes to Agenda, Minutes of Board Meetings
- Prepared and maintained of Registers
- XBRL on MDA Software
- Preparation of Notices, Directors' Report, MGT-9 and AOC-4 for execution of Annual Filing of its various group companies.
- KYC of Director at MCA Portal
- E-forms handled during the tenure – DIR-3, DIR-3 KYC, DIR-11, DIR-12, MGT-14, ADT-1, ADT-3, AOC-4 (SA & CFS), AOC-4XBRL (SA & CFS), MGT-7, MGT-15, DPT-3, INC-22A, INC-24, SPICE e-forms, RUN, SH-7, CHG-1, CHG-4.
- Creation and Satisfaction of charge.

EDUCATIONAL QUALIFICATION

Professional Qualification:

Associate Member of Institute of Company Secretaries of India (ICSI) (Membership Number **A65273**).

Academic Qualification:

- B.COM from Kanpur University in 2015 Secured 59%.
- Senior Secondary (XII) in Commerce Stream from I.S.C. Board (Methodist HighSchool) in 2012 Secured 71%.
- Higher Secondary from C.B.S.E Board (Air Force School) 2010 Secured 76%.

Declaration

I do hereby declare that the information furnished above is true to the best of my knowledge and belief and nothing has been concealed.