

## CS KOMAL AGGARWAL

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**M. No. A59291**

### CAREER OBJECTIVE

To attain a position where I can utilize my knowledge, abilities and professional skills while being resourceful, innovative and flexible that offers professional growth along with the organization.

### EDUCATIONAL QUALIFICATION

QUALIFICATION	UNIVERSITY/BOARD	YEAR OF PASSING
Company Secretary	The Institute of Company Secretaries Of India	2018
BCOM(P)	Delhi University	2014
SSC	CBSE	2011
HSC	CBSE	2009

### WORK EXPERIENCE

**Management Training(From 20<sup>th</sup> January, 2017 to 22<sup>th</sup> April, 2018):**

Completed 15 months of Management Training from **Mr. Amit Kumar, Company Secretaries**. Here my role was to assist the Company Secretaries of Various Listed Companies in Listing Compliances and other Secretarial Compliances.

**Post Training Experience(Since 21<sup>st</sup> June, 2018 to December, 2018)**

After Completion of Training I joined **Sirca Paints India Limited (Formerly Known as Sircolor Wood Coatings Pvt. Ltd.)** as a Semi Qualified Company Secretary. Here my role was to take care of Compliances under the Companies Act 2013 and FEMA, SEBI Regulations, and assist the Company Secretary of Sirca Paints India Limited.

**Post Qualification Experience (Since 14<sup>th</sup> April, 2019 till now)**

1. M/s Harish Khurana & Associates
2. Delhi Based Consulting Firm (Since 20<sup>th</sup> April, 2020 till 25<sup>th</sup> December, 2020)
3. Currently working in Teleone Consumers Products Private Limited ("DV" Group of Companies)

### ASSIGNMENTS HANDLED

- Drafting of Notice, Agenda, Resolutions and Minutes of Annual General Meeting, Extra-Ordinary General Meeting, Audit Committee Meetings and Board Meetings,

Stakeholders relationship Committee Meetings, CSR Committee Meetings, Independent Directors Meeting;

- Annual Filing and filing of various forms with the ROC;
- Compliances of SEBI (LODR) Regulations, 2015;
- Filing of MGT-14 for Director Disclosures & Approval of Accounts of Company;
- Appointment and Resignation of Statutory Auditors;
- Appointment and Resignation of Directors;
- Preparation of Directors Report Corporate Governance Report, MDAR Report and Annual Returns of the Companies;
- Adoption of New set of AOA as per the Companies Act, 2013;
- Online Payment of stamp duty on issue of Shares;
- Obtaining of Directors Identification Number for the proposed NonResident Director;
- Filing of DIR-3 KYC;
- Appointment of Key Managerial Personnel;
- Conducting of AGM of Listed Companies;
- Providing E-voting to shareholders in AGM;
- Appointment of Internal and Secretarial Auditor;
- XBRL Fillings of Companies;
- Quarterly and Annual Listing Compliances in respect of BSE, NSE, MSEI and CSE;
- Secretarial Auditor in Conducting Secretarial Audit of Listed Company;
- Event Based Compliances of SEBI (LODR), Regulations 2015;
- Submission of Annual Report to the Stock Exchange as per SEBI(LODR), Regulations, 2015;
- Assisted in Annul Compliances under SEBI Takeover Code, 2011;
- Review of SCORES on Quarterly Bases;
- RBI Reporting-ARF, FCGPR
- RBI Reporting on new portal Single Master Form (SMF);
- RBI Reporting Foreign Liability and Assets (FLA) on new portal;
- Maintenance of Website as per SEBI (LODR), Regulations 2015;
- Preparation of Statutory Registers;
- Secretarial Audit of Listed and unlisted Companies;
- Certificate on Secretarial Compliance Report of Listed Company;
- Certificate on report of Corporate Governance;
- Scrutinizer Report;
- Striking off the Companies;
- Filing of Form INC-22A, MSME-I, DPT-3;
- Filing of Form BEN-4, 1, 2;
- Filing of Form MGT-14 for Merger of Companies.
- Filing of Form INC-28 for Demerger of Companies;
- Shifting of Registered office within local limit of city, town & villages.;
- Certificate of Disqualification of Directors under LODR.
- Filing of application in TM –A for Registration of Trademark.
- Filing other Trademark forms TM-A, TM-R, TM-O, TM-M etc.
- Attending Online Trademark Hearing

- Drafting and filling of Notice of Opposition, Review Petition etc on Trademark Portal
- Submitted Complaint to Google against the infringement of trademark and domain name.
- Drafting of Legal Notice against infringement of trademark
- Online check status of Trademark, Design Application & Copyright
- Working on FDA and CBP
- Name change of Company
- Filling of LLP -11, LLP-8 forms
- Drafting Return Uniform Policy for company.
- Drafting of official letter for submit for SDM Survey
- Drafting AND Vetting of Agreements, Lease & License deeds, MOU, Notices etc.
- Working on Direct Selling Entity, OSP
- Compliances of MLM companies i.e., filling of Undertaking, Registration under National Consumer Portal as a Convergence Partner.
- Apply Food License on FOSCOS Portal.
- Apply Registration on FOSCOS Portal.
- Alteration of MOA.
- Working on CSR, filling of CSR-1, CSR-2.

### COMPUTER SKILLS

- Fully conversant with latest MCA-21, BSE, NSE MSEI e-filings, Trademark portal.
- Working Knowledge of MS Office, Internet etc.

### STRENGTH

- Sincerity towards job and punctuality.
- Reliable and Responsible.
- Able to cope under pressure.

### BIOGRAPHICAL DATA

Father's Name	:	Late Subhash Aggarwal
Date Of Birth	:	13 <sup>th</sup> May 1994
Marital Status	:	Unmarried
Nationality	:	Indian
Gender	:	Female
Address	:	A-93, Krishan Vihar, Near Shani Bazar Road, New Delhi-110086

### LANGUAGE PROFICIENCY

Hindi and English.

**DATE:-**

**PLACE:-**New Delhi

(Komal Aggarwal)