

KRIPANK KUMAR SINGH

(Qualified Company Secretary)

Membership No. A59926

Contact: +91-9318839888

+91-8810547678

E-Mail: kripanksingh25@gmail.com

CAREER OBJECTIVE

To carve out a niche for myself in the corporate world as a Company Secretary in the secretarial, legal and other related operations and to contribute towards organizational and personal growth.

WORK EXPERIENCE

Company: Wonder Fibromats Limited (*LISTED ON NSE/BSE*)

Designation: Company Secretary & Compliance Officer

Tenure: Nov, 2019 -Till Date

INTERNSHIP EXPERIENCE:

➤ M/s DMK Associates, Practicing Company Secretaries

15 months practical training experience in the area of Secretarial, Corporate Laws as Company Secretary Apprenticeship Trainee at New Delhi from February 23, 2018 to May 22, 2019.

PROFESSIONAL QUALIFICATION

YEAR OF PASSING	EXAMINATION	MODULES	INSTITUTE
December 2018	CS-Professional Programme	IIInd	ICSI
June 2018	CS- Professional Programme	IIIrd	ICSI
June 2017	CS- Professional Programme	Ist	ICSI
December 2015	CS- Executive Programme	IIInd	ICSI
June 2015	CS- Executive Programme	Ist	ICSI

ACADEMIC QUALIFICATION

YEAR OF PASSING	EXAMINATION	INSTITUTE/SCHOOL	MARKS/PERCENT AGE
Pursuing	LL.B.	CCS University	--
2021	M.Com (BPCG)	IGNOU	56.25%
2014	B. Com (Pass)	Himachal Pradesh University	62.23%

2011	Intermediate	CBSE Board	61%
2009	Matriculation	CBSE Board	64%

ASSIGNMENTS UNDERTAKEN

- Assisted in Secretarial Audits of more than 10 companies (including Listed companies).
- Drafting of Various Mandatory Policies based on the Companies Act, 2013, SEBI (LODR) Regulations, 2015, SEBI (PIT) Regulations, 2015.
- Independently handled Postal Ballot and related compliances for Listed Company.
- Preparation and submission of Quarterly, Half yearly, Annual Listing Compliances (BSE & NSE) & other Compliances regarding maintenance of statutory reports & other information in accordance with SEBI (LODR) Regulation, 2015 & SEBI (PIT) Regulations, 2015.
- Conducted Annual General Meeting of Listed Company through Video Conferencing and its Pre-post related Compliances.
- Preparation and vetting of Annual Reports of Listed Companies.
- Handled Migration of SME Company to the main board of NSE/BSE procedural Compliances.
- Filing of Periodical Disclosures to Stock Exchanges and the target Companies as per Provisions of SEBI (SAST) Regulation, 2011 and SEBI (PIT) Regulation, 2015.
- Incorporation of Companies and conversion of Private companies to LLP and other related documents.
- Voluntary liquidation of a Listed and Private company under the provisions of Insolvency and Bankruptcy Code, 2016.
- Preparation of Due Diligence Report for submission to Banks with regard to Consortium Arrangement/Multiple Bank Arrangements in accordance with the directions given under RBI circular dated September 19, 2008.
- Allotment of shares by a private company through private placement under Companies Act, 2013.
- Preparation and vetting of various documents for the Alteration of Memorandum or Articles of Association of companies.
- Handled assignment for Name Change of Private Company.
- Compliance relating to Shifting of Registered Office within state and from one state to another state as per Companies Act, 2013.
- Drafting of Notice, Agenda, Notes to Agenda & Minutes of Various Meetings including committee meeting(s) as per Companies Act and Secretarial Standards.
- Pledging of Shares of Public and Listed Company.
- Drafting of Resolution & Documents and filing of various e-forms thereof w.r.t.:
 - Appointment & Cessation of Directors
 - Appointment of Auditors
 - Increase in Authorized Capital
 - Allotment of Shares
 - Change of Name & Objects
 - Bonus Issue & Right Issue

- Preparation and maintenance of various Statutory Books and Registers of the Company under the Companies Act 2013.
- Filing of Financial Statements in XBRL Mode of various companies (C&I taxonomy)
- Preparation of Share Certificates and handling of Share Transfer process (Direct or by Gift) and splitting of shares.
- Generation of Import-Export Code and SAFTA-COO Certificate under DGFT regime.
- Record Keeping of Secretarial and other legal documents
- Preparation of reply to various statutory authorities & Liasoning with various regulatory authorities

KEY SKILLS & COMPETENCIES

- Updated on Latest Amendments under Companies Act, 2013.
- Willingness to learn.
- Aptitude towards administrative corporate & management skills.
- Energetic, enthusiastic, self-motivated, confident & well organized.
- Goal Oriented and Competent
- Good communication skills.
- Adaptive to new environment.

COMPUTER PROFICIENCY

- Sound knowledge of internet.
- Working knowledge in MS – Office
- Familiar with the MCA portal and websites of other authorities like SEBI, BSE/NSE, RBI etc.

PERSONAL VITAE

- | | |
|------------------------|---|
| ➤ Father's Name | Mr. Sukhvir Singh |
| ➤ Born | May 25, 1993 |
| ➤ Current Address | 1152/11, 2 nd floor, Galli No.11, Govindpuri,
New Delhi-110020 (<i>ready to relocate</i>) |
| ➤ Languages Known | Hindi, English |
| ➤ Interest and Hobbies | Playing Cricket, Basketball, Badminton,
Virtual games and Listening music. |
| ➤ Permanent Address | Flat no. A17-A, Phase –II, Green Valley
Apartments, Deonghat, Solan (H.P.) |

ACHIEVEMENT AND AWARDS

- Passed Limited Insolvency Examination conducted by IBBI.
- Gold Medal in Inter-School Basketball Championship.
- Winner Memento & Gold Medal in Inter-School Cricket Tournament.

Date: February, 09, 2022
Place: New Delhi

(Kripank Kumar Singh)