

RESUME

PAWAN KUMAR CHOUBEY
114A/4 B.L .G Lane Kolkata- 700033
E-Mail Id: pripawan1@gmail.com
Phone No.: 9433735081 / 8340323811

Career Objective

To pursue a challenging and rewarding career that would enhance my technical and interpersonal skill and provide opportunities for personal and professional growth.

Education & Credentials

Academic year	Institution	Board/university	Degree
2016	Gossner College, Ranchi	Ranchi University	B.com
2013	Yogoda SatsangMahavidyalaya	JAC	I.com
2011	Project High School,Mishroul	JAC	10th

Professional Qualification:

ICSI (Foundation) passed
ICSI (Executive) PURSUING

Computer Proficiency :

Proficiency in using MS office (word, excel, power point) 2010& earlier versions.

Internet & related application.

Experience:

- Having one years experience as accountant and also filling Income Tax Returns in Pasari & Associates, Ranchi.
- Having 3 months working under PCS in CS Aman Poddar & Company.
- Currently working as a Management Trainee in MSTC Limited, a listed Central Government Company.

Work Profile and responsibilities:

- Part of team responsible for compliance with IPO (listing of company's shares in stock exchanges) requirements.
- ROC e-filing along with Annual Return - e-filing of Forms such as MGT-7; MGT-14; AOC-4; DIR-12; DIR-11; DIR-6; DIR-3; SH-7; RD-1
- Submissions of various reports and announcements to BSE and NSE.
- Appointment, Removal and Resignations of Directors, Agendas, Minutes and Resolutions of Board Meetings, Notices and Director's Reports
- Surrender of Director's Identification No. & Work Related to DSC of Authorized Signatories
- Share Certificates preparation and issuance, Share Transfer Documents
- Assistance in preparation and conduction of Annual General Meetings.
- Maintenance of Statutory Registers of the Company
- Other Works belong to the Company's Secretarial Department and allotted by Trainer

Field of Interest:

Intrested in Banking institutions as well as non banking financial institutions
Stock Exchange, office of liquidator, Office of registrar of companies
Domestic company & Multinational Company.

Strength:

- Adaptable to different conditions
- Ability to lead and manage a team
- Hard-Working & Enthusiastic
- Quick learner
- Good communication skills

Hobbies:

- Listening music, playing games
 - Visiting places, making new friends
 - Internet surfing
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Personal Information:

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- Name : Pawan Kumar Choubey
 - Father's Name : Sachidanand Choubey
 - Mother's Name : Malti Devi
 - Date of Birth : 20/06/1995
 - Marital Status : Unmarried.
 - Nationality : Indian.
 - Email ID : pripawan1@gmail.com
 - Contact : 9433735081 / 8340323811
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Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Kolkata

Signature: