

SHATABDI KHARE

COMPANY SECRETARY

Mobile No. 9340946340

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CAREER OBJECTIVE

To be a part of Organization where I can grow in terms of knowledge, skills and attitude and make effective use of my professional competence and experience by working in competitive and challenging business environment.

ACADEMICS

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| 2016 | Company Secretaries (CS) from Institute Of Company Secretaries Of India |
| 2012 | Bachlors of Commerce from Devi Ahilya Vishwavidyalaya Indore MP |
| 2009 | 12 th from Advanced Academy CBSE Board Indore |
| 2007 | 10 th from Advanced Academy CBSE Board Indore |

PROFESSIONAL EXPERIENCE

ORGANISATION: ALUCOP INDIA PRIVATE LIMITED

DURATION: 26TH DECEMBER 2017 TO 1ST FEBRUARY 2022

DESIGNATION: COMPANY SECRETARY AND COMPLIANCE OFFICER

JOB PROFILE: LEGAL, SECRETARIAL, FINANCE, BANKING, REAL
ESTATE, TAXATION,ADMINISTRATION

- Handling of applicable compliances as per **Companies Act, 2013, SEBI** (Listing Obligation and Requirement) Regulations, 2015 and **RERA**.
- Handling **Legal matters** on behalf of Organisation and day to day **Internal Audit**
- Handling and Preparation of **Import-Export Documentation**
- Handling Cash and Banking like Preparing **Letter of Credit (Domestic/Import), Buyer's Credit**, Preparing Documents for releasing **Import Documents** from Bank, **Stock Statement**, Documentation for **Cash Credit and Loans**, Preparing **RTGS/NEFT, Demand Draft**, Interacting with Bank Officers on behalf of Organisation.

- Assisted in Preparation of **Balance Sheet**, **GST Filing**, Payment of **Custom Duty**, Preparing of **Invoices** for Steel Trading and Manufacturing Organisation, **High Seas Agreement**.
- Preparation and Drafting **Agreements, Letters, Sales Deed for Registry in Real Estate Sector**.
- Handling **Human Resource**- Preparation of Salaries of Employees, handling employee's Appointment, On the job Training and Maintaining Healthy Work Culture for Employees

ORGANISATION: APAS AND CO. CHARTERED ACCOUNTANT

DURATION: 01.10.2016 till 25.12.2017

DESIGNATION: ASSISTANT CONCURRENT AUDITOR

JOB PROFILE: CONCURRANT AND INTERNAL AUDIT

- **Concurrent Audit** for Nationalised Bank (Bank of Baroda, Dena Bank, Syndicate Bank, UCO Bank in MP Region)
- Independently Handling Internal Audit of day to day activities of Branch which includes operation department, credit department and other departments of branch.
- **Demonetization Audit, NPA Audit, Stock Audit.**

TRAINING EXPERIANCE

**ORGANISATION: MANISH JAIN & CO., PRACTICING COMPANY
SECRETARIES, INDORE (M.P.)**

DURATION: 01.10.2016 till 25.12.2017

WORKING EXPERIENCE DURING APPRENTICESHIP TRAINING

- Filing of E- forms, Returns and Applications;
- Documentation related to Appointment, Resignation, Change in designation of Director under Companies Act, 2013;
- Creation & Modification of Charge;
- Maintenance of Statutory Registers as per Companies Act, 2013;
- Preparation of Minutes of Listed Company as per requirements of Listing Agreement and of Private Companies as per the requirements of Companies Act, 2013;
- Increase in Authorized capital,
- Working experience of Due Diligence and Assisted in conducting Secretarial Audit;
- Documentation relating to Memorandum and Articles of Association;
- Working knowledge of change of registered office within the state;
- Incorporation of Private Limited Companies and Stike off name of Private Limited Company under
- Fast Track Exit Mode;
- Incorporation of Limited Liability Partnership;

- Drafting of Board Resolutions, Agreements, Notices for Meetings, Director' Report and Annual Return etc;
- Private Placement and Transfer of Shares of Private Company.
- Well conversant with MS- Word, MS- Excel, PowerPoint and Internet;
- Completed 70 hours Computer Training conducted by the ICSI.
- Conversant with Office 2003, Office 2007,XBRL

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| OTHER SKILLS/KNOWLEDGE |
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- Knowledge of Secretarial Standards as notified by ICSI.
- Tally, MS Office
- Have been a regular participant in various co-curricular activities at College and School Level including sports and in ICSI Indore Events

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| PERSONAL DOSSIER |
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- Date of Birth : 22nd March, 1990
- Father's Name : Mr. Mahendra Khare
- Residence : 6 Ravi Nagar 201 Regency Rudra Khajrana Main Road
- Marital Status : Married
- Specific Skills: Positive & Quick Learning Attitude, Self Confidence, Better and a strong will to succeed.
- Languages Known: Hindi, English.

THANK YOU