

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

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 EXPERIANCE

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: CONCURRENT 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 EXPERIENCE

**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 Strike 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

OTHER SKILLS/KNOWLEDGE

- 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

PERSONAL DOSSIER

- 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