

EktaKumari

Practicing Company Secretary

DC-6, P.C. Colony, Kankarbagh, Patna-800020 [Bihar]

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Profile Summary

- An accomplished and performance-driven professional with insightful experience in Company Secretarial functions in medium sized enterprises.
- Competent and efficient in Regulatory Compliances, Secretarial Compliance, Corporate Advisory Services, Corporate Regulatory Compliances, Capital Market & Securities Law, Mergers & Acquisitions, Registrations and Licensing, Intellectual Property Rights, Corporate Litigation, Taxation and Registration.
- Deliver quality service to clients, understating their business and goals and addressing their problems. Key offerings include incorporation of Companies - Public, Private, Non Profit Companies, LLP and NGOs, Preparing documentation and liaising with government departments, Corporate Governance Report NPO / NGO governing laws, obtaining regulatory approvals from the Government, providing secretarial and Industrial Assistance, giving legal advices, handling management work of the Company, Drafting and Preparation of Agenda, Notices, Minutes Books etc., Active role in finalization, Preparation and Maintenance of Statutory Registers, Various forms and other documents as required under Companies Act, Preparation of Annual Report, Annual Returns and other related documents, Preparation of Company Law Compliance Certificate, Preparation of Search Report, Incorporation, formation and conversion of Company
- Associated with competent and proficient Company Secretaries, Chartered Accountants, Cost Accountants and Advocates and having a team of talented trainees.
- Core strength and connection to help clients develop new business, manage them effectively. Our guidance and support remain with the client at all stages of his business, from registration to meeting all the statutory norms and emerging to highly developed entity. We understand the need and all the statutory and legal norms which entity need to accomplish at all its level.

SCOPE OF SERVICES

Secretarial Audit/ Due Diligence Audit/ Corporate Governance Compliance Certificate Services

- ⇒ **Secretarial Audit/ Secretarial Compliance Certificate** for public and private limited companies including domestic and Multinational Corporate Houses.
- ⇒ **Due Diligence Advisory Services** of the corporate to ensure secretarial/ legal compliances including due diligence, audit for merger, amalgamation and takeover, private equity participation and brought out deals.
- ⇒ **Corporate Governance Compliance & Certification Services** to the undertakings, ensuring that they meet the listing agreement norms.
- ⇒ **Corporate Social Responsibility and Compliance Certification Services** to all the undertakings including domestic and multinational corporate houses.

E-Filing&Annual Filing

- ⇒ **Filing of Annual Return and various e-forms on MCA-21-** All the corporates need to comply with the annual compliance of filing annual return to Registrar of Companies. We intimate companies about the due date of annual filing and Filing their annual returns.

Intellectual Property Right Advisory Services

- ⇒ **Trademark Advisory Services-** Public search of trademark, filing trademark application, trademark renewal and dealing with trademark objections.
- ⇒ **Copyright Services-** Document preparation and filing copyright application

Other Offerings

- ⇒ Setup and incorporation of the organization
- ⇒ Compliance related to directors and shareholders
- ⇒ Compliance related to charges
- ⇒ Establishment of registered office/branch office
- ⇒ Maintenance of Statutory Registers and records
- ⇒ Fund arrangement and management
- ⇒ Business Licences
- ⇒ Project Report Preparation
- ⇒ Advisory Services

Proprietor's Profile

Professional Qualification:

- Passed Professional Programme (Module I & II) from ICSI in June 2014.
- Passed Professional Programme (Module III & IV) from ICSI in June 2013.
- Passed CS (Executive Programme) from ICSI in June 2012.
- Passed CS (Foundation Programme) from ICSI in June 2011.

Internship:

- ❖ Worked in **Bihar State Power (Holding) Company Limited**, Patna as a Management Trainee for 4 months, since April 10, 2014 to August 1, 2014.
- ❖ Worked with **M/s. S. Kumar & Associates**, Practicing Company Secretaries, Ex- Chairman of Patna Chapter, Patna as a Trainee, since November 5, 2014 to November 5, 2015.
- ❖ Undergone 15 days Practical Training with **M/s. S. Kumar & Associates**, Practicing Company Secretaries, Patna, since November 21, 2015 to December 8, 2015.

Key Assignments Handled:

During my tenure with the Company and firm, I have been exposed to following aspects of Company Secretary Profession

- ❖ Administration & Management work of the Company,
- ❖ Drafting and Preparation of Agenda, Notices, Minutes Books etc.,
- ❖ Active role in finalization, Preparation and Maintenance of Statutory Registers, Various forms and other documents as required under Companies Act,
- ❖ Preparation of Annual Report, Annual Returns and other related documents.
- ❖ Preparation of Company Law Compliance Certificate,
- ❖ Preparation of Search Report,
- ❖ Incorporation, formation and conversion of Company,
- ❖ Operating MCA 21 Portal, uploading and filling various forms through e-filing process
- ❖ Assisted in conducting Secretarial Audit and in preparation of form Mgt 8

Educational Qualification:

University/ Boards	Institution & Qualification	Year of Qualification	Major Subjects	Percentage
Nalanda Open University	M.Com (Second Year)	2015-2016	Corporate Tax Planning and Management, Corporate Legal Framework, Research	Pursuing

			Methodology, Strategic Management, Security Analysis & Portfolio Management	
Nalanda Open University	M.Com (First Year)	2014-2015	Accounting, Financial Management, Marketing Management, HRM, Managerial Economics	72.63%
Patna University	B.Com (H) from MagadhMahila College	2010-2013	Specialized Accounting, Tax, Cost Accounting, Business Maths & Statistics,	75.5%
C.B.S.E.	10+2 from D.A.V Public School B.S.E.B Colony	2010-2008	English, Business Studies, Accountancy, Economics, Mathematics	75%
I.C.S.E	Matriculation from St. Karen's High School	2008	English, Hindi, History Civics & Geography, Mathematics, Science, Computer Applications	85.2%

Awards & Achievements:

- ❖ Ranked 2nd in 4th Sardar Patel Inter School Athletic Championship.
- ❖ Ranked 2nd in Annual Sports Day in the academic year 2005-06
- ❖ Ranked 3rd in Annual Sports Day in the academic year 2006-07.
- ❖ Best Project Presentation at 3rd Student Induction Programme organized by Patna Chapter
- ❖ Best Group Discussion at 3rd Student Induction Programme organized by Patna Chapter
- ❖ Best Project Presentation at 5th Executive Development Programme organized by Patna Chapter
- ❖ Best Power Point Presentation at 28th Management Skill Orientation Programme organized by Noida Chapter

Biographical Data:

- ❖ Date of Birth : 05th August, 1992
- ❖ Language Known : Read, speak and write English and Hindi