

**NIKITA GUPTA**

13A, Block D, Ideal Grand, 456 G. T. Road,  
Behind Avani Riverside Mall, Howrah- 711102

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**Carrier Objective**

To seek a profile wherein my knowledge, abilities and skills are best utilized, and are further enhanced, while making maximum contribution to the organization.

**Work Experience****IVL DHUNSERI PETROCHEM INDUSTRIES PVT LTD**

**Designation: Management Trainee (Secretarial department).**

**Period: From 20<sup>th</sup> June'18 to 19<sup>th</sup> Sep'19.**

The Company manufactures the finest bottle grade PET resin, for packaging of drinking water, carbonated soft drinks, edible oil, pharmaceuticals and many more. It has two PET Resin Plants, one is in Haldia, West Bengal and another one is in Karnal, Haryana.

**Areas of Work Experience:****• Company laws:**

- Preparing Notices of AGM, BM, CSR Committee Meetings.
- Assisted in preparing Agenda and Minutes of AGM, BM, Committee Meetings.
- Filing of various ROC Forms Form INC-22A, DIR 3 KYC, BEN-2, CRA-4, MGT-7, MGT-14, AOC-4.
- Filing of forms for Creation, Modification and Satisfaction of Charges.
- Maintenance of Minutes Book and Statutory Registers.
- Assisted in Preparation Board's Report of the Company.
- Appointment, Resignation and Change in Designation of Directors of the Company.
- Assisted in holding AGM and e-voting of the Listed Group Company.
- Renewal of Digital Signature Certificate.

**• Others:**

- Due Diligence Report of the Company.
- Bank related work- Opening of Account for banks, closure of account, change in authorized signatories, view access facility etc.
- MIS Report for Compliances of the Company.
- Preparation of documents for the issue of Electoral bonds.
- Compliance Software- Addition of task, updation of task, reviewing the tasks updated by users and reviewing the Reports generated from the Software.
- Coordination with the Internal Auditor for Compliance Certificate.
- Preparation of various checklists (Summary of items of the minutes, updation of bank list etc.).
- Preparations before and after conducting meetings.

**SHIVA CARGO CARRIERS**

**Accountant. (Part time)**

**Period: 1st April' 17 till date.**

Shiva Cargo Carriers is a Kolkata based sole proprietorship firm engaged in transportation of goods.

**Areas of Work Experience:**

- Involved in the monthly filing of TDS, renewal of trade license.
- Preparing data for Filing of Form GSTR-1, data entries in Tally ERP 9.

## **Professional Qualifications**

### **Qualified Company Secretary**

Exams conducted by The Institute of Company Secretaries of India:

- Professional Programme cleared in the term June, 2019
- Executive Programme cleared in the term June, 2015
- Foundation Programme cleared in the term December, 2013

## **Academic Qualifications**

- B.Com (Hons) in Accounting and Finance from Calcutta University in the Year 2016 scoring 57.33%.
- Higher Secondary from Maria's Day School, ISC Board in the Year 2013 scoring 85%.
- Secondary from Maria's Day School, ICSE Board in the Year 2011 scoring 87.6%.

## **Computer Knowledge**

- MS Word, MS Excel, MS PowerPoint.
- Knowledge of basic concepts of Tally ERP 9.
- Monitoring of Compliance Software. Assisting users and resolving their queries & issues faced by them.

## **Activity & Achievements**

- Certificate of participation in Gurukul Programme "Foundation for Universal Responsibility of HIS HOLINESS THE DALAI LAMA".
- Actively participated in academic cultural activities.
- Academic Excellence Awards in School.
- Exemption at Executive level in subject- Industrial, Labour and General Law.
- Exemption at Professional level in subjects- Drafting, Appearances and Pleadings, Capital, Commodity and Money Market, Secretarial Audit, Compliance Management and Due Diligence.

## **Personal Details**

- Father's Name : Mr. Ramesh Chandra Gupta.
- Date of Birth : 4<sup>th</sup> February, 1994
- Linguistic Proficiency : English and Hindi.
- Strengths : Good communication skill, Dedicated, Ability to work in a team.
- Hobbies : Reading books, Swimming.