

Aayushi Agarwal

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EDUCATIONAL BACKGROUND				
Year	Degree/Certificate	Name of the Institution	% / CGPA	Board
2019	Company Secretary	Institute of Company Secretaries of India	52%	ICSI
2016	B. Com. (Hons.)	Shri Shikshayatan College	67.67%	Calcutta University
2013	Higher Secondary	Ashok Hall Girls Higher Secondary School	88.75%	CBSE
2011	Secondary	Welland Gouldsmith School	83.40%	ICSE
WORK EXPERIENCE				
Company Secretary at VISA Industries Limited, Kolkata (Worked as Assistant Manager at VISA Steel Limited)			(July'22-Present)	
<ul style="list-style-type: none">• Document preparation for Board and Committee Meetings• Assisted in preparation of Annual Report and other AGM proceedings• Prepared all the documents for quarterly compliances of SEBI• Filed forms for increase in the Authorized Share Capital and allotment of shares• Drafted minutes of various Committees (NRC, CSR, AC) and Board Meetings• Drafted documents for Right Issue• Documentation for converting physical into demat shares• Incorporation of a Private Limited Company• ISIN Creation of a Private Limited Company				
Executive CS at Sanjay Modi & Co., Kolkata Sept 2021 – July 2022			(10 months)	
<ul style="list-style-type: none">• Assisted in the process of buyback of shares• Documentation for investment in Mutual Funds• Filed forms for condonation of delay• Preparation of Supplementary LLP Agreement• Assisted in drafting of LLP Agreement for a newly converted LLP				
Assistant Manager at KGRS & Co., Kolkata March 2020 – March 2021			(12 months)	
Insolvency and Bankruptcy Code matters: <ul style="list-style-type: none">• Assisted in verification of the claims of the creditors during CIRP & Liquidation proceedings• Assisted in drafting of minutes of the meeting of the Committee of Creditors and the Stakeholders Consultation Committee• Prepared the Final Report of the Corporate Debtors as required by the Tribunal for dissolution of the Company• Intimated SEBI about the CIRP and Liquidation process of the Listed companies from time to time• Drafted letters to various banks, creditors, corporate debtors and other authorities during the CIRP and Liquidation process• Drafted progress reports of the Corporate Debtors as prescribed by the IBC Code• Attended the hearings of the NCLT during the CIRP and Liquidation process• Filed e-form INC-28 for intimation of CIRP & Liquidation process of the Companies to ROC				
Trainee at N.K & Associates, Practising Company Secretaries Sept 2018 to Dec 2019			(15 months)	
<ul style="list-style-type: none">• Primarily responsible for compliance of Companies Act, 2013, rules thereunder and SEBI etc. on time• Assisting in preparing agenda, notice & minutes of the various meetings (Board, NRC and CSR) of the Company and its group companies• Maintenance and updating of various registers/records under Companies Act• Adherence to Company law and SEBI compliances• Assistance in incorporation of Companies in India• To assist in the preparation of annual reports and statutory returns• Assisted in shifting of Registered Office from one state to another• End to end implementation of Trademark Registration• Tracking & monitoring statutory deadlines of secretarial matters• XBRL filings of various companies as prescribed by Companies Act, 2013				
EXTRA-CURRICULAR ACTIVITIES				
<ul style="list-style-type: none">• Organizing team member of Srijan, the annual inter-college cultural college fest• Undertook a beginner course on graphic designing in school				
PERSONAL DETAILS				
Interests		Travelling, Cooking, dancing.		