



Ankita Banerjee

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Objective

Seeking a role in the field of Compliance that offer immediate challenge, career opportunity and advancement.

Work Experience

✓ **Sep 2014 – Till Date**
RP-Sanjiv Goenka Group

Manager- Corporate Finance

- Drafting of Minutes, Annual Filings and compliances as per the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company.
- Assisted internally in Schemes of Amalgamations and Mergers.
- Ensuring that business of the company is conducted in accordance with its objects as contained in its memorandum of association.
- Ensuring that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law.
- Preparing the agenda in consultation with the Chairman and the other documents for all the meetings of the board of directors.
- Arranging with and to call and hold meetings of the board and to prepare a correct record of proceedings.
- Attending the board meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary.
- Preparing in consultation with the chairman, the agenda and other documents for the general meetings.
- Arranging with the consultation of chairman the annual and extraordinary general meetings of the company and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof.
- To carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfers.

- ✓ **Imparting Lectures for Executive Development Programs Sessions in the Institute of Company Secretaries of India**
- ✓ **Ideal Real Estates Pvt. Ltd. – Jan, 2013 to Aug, 2014 – Senior Finance Executive and Legal Advisor**

Academic Experience

- **Faculty for Executive Development Programmes at the Institute of Company Secretaries of India (ICSI)**

Technical Experience

- **Completed 15 months Management Training from ITC Ltd. Kolkata from Jan, 2011- April, 2012. (ACS – 30485)**

Professional Qualifications

- Passed ICMAI Intermediate.
- Completed Post Membership Qualification in Valuation with the Institute of Company Secretaries of India
- Passed CS Professional Programme (all modules) with 52% from ICSI in Dec 2010.
- Passed CS Executive Programme (all modules) with 51% from ICSI in Dec 2009.
- Passed CS Foundation Programme with 60% from ICSI in June 2008.

Academic Qualifications

- Completed Masters in Business Law from National Law School, Bangalore securing 54.90 %.
- Passed B.Sc (Eco Hons.) from Shri Shikshayatan College, Calcutta University in 2010.
- Passed Class XII from D.A.V Model School, Durgapur (C.B.S.E) with 85.25% in 2007.
- Passed Class X from Carmel Steel, Durgapur (I.C.S.E) with 82.8% in 2005.

Computer Proficiency

- Proficiency in ERP Packages: ERP (IN 4 Suite, SHARP, FOFS)
- Completed certificate course on Microsoft Excel, Microsoft Word and Microsoft Power Point from NIIT Centre, Gariahat.
- Proficiency in MS Excel (Excel Functions, Pivot, Handling huge volume of data for reporting purpose)

Co-curricular Activities

- Professionally pursued Play Back Singing with a Solo Album from Cozmik Harmony in 2013.
- Pursuing Masters in Classical Music (M.Musc.) from Sangeet Visharad.

Personal Information

Languages Known: English, Hindi and Bengali

Date of Birth: 26th October, 1989.