

Kashish Arora

Company Secretary (ICSI India); B. Com (H)



A Compliance Officer and Company Secretary with 8+ years of experience in Compliance in Kolkata (India). Presently I am employed at GTPL Kolkata Cable and Broad Band Pariseva Limited.

Working as a Company Secretary, I have managed compliances with ROC (corporate law), RBI (NBFC norms), SEBI (SEBI Act and rules), as and when required. I have strong experience in corporate law rules and regulations and working closely with officials and departments, participating in various board meetings and executive committee meetings of legal heads and advising on critical matters and managing a team with an objective of delivering quantity of work without compromising in quality within the stipulated timelines to meet the overall objectives of the stakeholders. A highly energetic and self-motivated individual with strong knowledge of compliance, corporate law rules and regulations accompanied by people management skills. I am also empaneled as Faculty in ICSI –EIRC.

Personal Info

E-mail

kashisharora.punjabi91@gmail.com

LinkedIn

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Phone No.

+91 9748242425

Date of Birth

14.06.1991

Education

- ✓ Company Secretary (2014)
- ICSI (INDIA) – 51.5%
- ✓ B.COM – University of Calcutta
(2013) –58%
- ✓ HS (WB) – Class 12 –
Shri-Shikshayatan School
(Kolkata, INDIA) – 76.5%
- ✓ Madhyamik (WB) – Class 10 –
Shri-Shikshayatan School
(Kolkata, INDIA) – 62%

Skills

- ✓ Good Communication Skills
- ✓ Versatile
- ✓ Good Presentation skills
- ✓ Able to cope under pressure
- ✓ Analytical Skills
- ✓ Co – ordination and Teamwork
- ✓ Microsoft Office – Excel, Office,
Word and PPT.
- ✓ Internet Applications
- ✓ People management experience.

Reference

Parimal Ajmera (Manager) –
9831013494

Experience

GTPL KOLKATA CABLE AND BROAD BAND PARISEVA LIMITED

*Working as **Company Secretary** from December'22 to Present.*

- ✓ Independently Conducting Board and Committee meetings
- ✓ Deep analysis of related party transactions
- ✓ Resolving Queries of Shareholders related to demat and duplicate issues.
- ✓ End to end CSR compliances under Companies Act, 2013
- ✓ Preparation of MIS reporting to Reliance and GTPL Hathway Ltd

DAR CREDIT AND CAPITAL LIMITED

*Working as **compliance officer** from May'22 to December 2022.*

- ✓ Independently handling all BSE Compliances
- ✓ Compliances of RBI Norms
- ✓ Handling all the compliances related to Debenture Payments
- ✓ Independently Conducting Board, Committee and Annual General meetings
- ✓ Formulation of Various Policies as required under RBI and Companies Act
- ✓ Resolving Queries of RBI, Debenture holders, Stock Exchange

SOUTH CITY PROJECTS (KOLKATA) LIMITED

*Former **Executive Corporate Governance** at the company from **October '14 to May '22.***

- ✓ Implementation of the New Companies Act, 2013 in the organization.
- ✓ Handling Statutory Compliances under Companies Act, 2013
- ✓ Preparation of Notice, Agenda and minutes for the Board and committee meeting.
- ✓ Part of the Annual General Meeting of the Group Company.
- ✓ Looking after documentation for credit facilities from Bank.
- ✓ Preparation and maintenance of Statutory Registers.
- ✓ Filing of Annual Forms and Annual returns under the Companies Act, 2013
- ✓ To handle Internal, Secretarial and Statutory Auditors.
- ✓ Looking after LLP related matters like Annual Filings, Change of Designated Partner.
- ✓ To handle documentation for the rating agencies.
- ✓ Incorporation of Company
- ✓ Appointment and cessation of Directors and Auditors
- ✓ Conversion of Private Company to Public company, Change of name of company
- ✓ Filing of New introduced Forms - BEN 2, DPT 3, INC 22A, MSME.
- ✓ Filing of form with respect to Cost Audit Report.
- ✓ Compliance of CSR provisions under Companies Act , 2013
- ✓ Work related to dividend distribution.
- ✓ Changes of Articles and memorandum.
- ✓ Involved in work related to application related to DIN
- ✓ Filing of forms related to Charge creation, modification and satisfaction.
- ✓ Filing of forms with respect to creation of beneficial ownership
- ✓ Updating KYC of directors.
- ✓ Liaisoning with Registrar of Companies.
- ✓ Striking off the company under Companies Act, 2013
- ✓ Removal of Director under Companies Act, 2013
- ✓ Other day to day work as and when assigned.