

+91 7003086751



sushmitashaw0609@gmail.com



HOWRAH



EDUCATION

2017

Bachelor of Commerce (Hons.)
Calcutta University

2014

WBCHSE
West Bengal Board

2012

WBBSE
West Bengal Board

IT SKILLS

*Well versed with
MCA, MS Office, and
Excel.*

SUSHMITA SHAW

(Company Secretary)

CAREER OBJECTIVE

To secure a challenging and responsible position in an organisation to utilize my knowledge and performing a variety of secretarial compliances with my qualifications, dedication, hard work and teamwork for the growth of the organization along with overall development and career growth for myself.

PROFESSIONAL EXPERIENCE

February 2021 – current

CS Management Trainee at S. R & Associates, Kolkata

July 2020 – January 2021

CS Management Trainee at Sharma Puja & Co, Kolkata

Major task handled:

- Conversion of LLP into Private Limited Company
- Conversion of Section 8 Company into a Private Limited (for surrender of License)
- Shifting of Registered Office from One State to another State
- Secretarial Audit and prepare report of Secretarial Audit
- Prepare Registrar of Companies Reply Under Section 206
- Issue Zero Percent Compulsory Convertible Debenture into Equity into Different tranches (for Preferential Allotment)
- Annual Filing of Company and LLP.
- Allotment and Transfer of Shares, in a Private Company & Public Company.
- Change in Composition of Board.
- Appointment and Resignation of Auditor in a Company.
- Drafting of Board Meeting Minutes, Committee Meeting Minutes and Annual General Meeting Minutes documents including other statutory documents.(Listed Company, NBFC, Public Company & Private Company)
- Maintenance and Preparation of Statutory Registers.
- Dematerialisation of Shares
- Transfer of Shares Private Company & Public Company through Demat Account
- Quarterly & Yearly Stock Exchange Compliances
- Preparation documents relating to KYC of Directors.
- Preparation of Director Report
- Shifting of Registered office from one city to another city
- Filing various Forms with Registrar of Companies
- RBI Return of NBFS (DNBS 13)

- Handle Clients Query
- Coordinate with Depository Participants for Demat account handle & Transfer updation
- Increased in Authorised Share Capital
- Research and analysis of Amendments

PROFESSIONAL QUALIFICATION

Course	Group	Month & Year of Passing	Marks Obtained / out of
CS Professional	Group I	December, 2020	149/300
	Group II	December, 2020	148/300
	Group III	December, 2020	153/300
CS Executive	Group I	June, 2019	222/400
	Group II	December, 2018	151/300

EDUCATIONAL QUALIFICATION

Course	Board/University	Year of Completion	Percentage of marks
LLB	Madhusudan Law University	Pursuing	-----
B. Com (Hons.)	Calcutta University	2017	62
Higher Secondary	WBCHSE	2014	78
Secondary	WBBSE	2012	68

PERSONAL DETAILS

Name	Sushmita Shaw
Fathers Name	Late Prabhu Nath Shaw
Residential Address	54, Madhab Babu Lane Ghusuri Howrah-711107
Date of Birth	06/09/1996
Nationality	Indian
Place of Birth	Howrah

ACHIEVEMENTS

- Participated in Run in School (1st Prize).
- Participated in Drawing Competition.
- Completed 15 days Academic Training Programme

DECLARATION

I hereby declare that all the information given above is true and correct to the best of knowledge.