

ROHIT KR SINGH
16A, Naskar Para Road, (Putiary), Kudghat
Mala Apartment, Flat NO- A6, 3RD Floor
Kolkata-700041,
☐: **+91-9123944624**
☐: singhrohit9156@gmail.com

Dear Sir/Madam,

Sub: Application for the post of Company Secretary

I present myself as a **Company Secretary and an Associate Member of Institute of Company Secretaries of India (ICSI)** and a commerce graduate from Calcutta University with Masters in Business Policy and Corporate Governance and a qualified LLB looking to be a part in your organization which will give me an opportunity to meet my career objective as well as be a catalyst in the growth of your organization.

I was associated with Sarala Group and worked as a Whole Time Company Secretary & Compliance Officer at **Sarala Development & Microfinance Private Limited**, Non- banking financial Company, Non-Deposit, Micro Finance Institution of Kolkata from November, 2015 till date after completing the training program from D. Raut & Associates, a practicing firm as a Management Trainee for 12 months from June 2014 to July 2015.

My resume is enclosed for your perusal and consideration. I would sincerely appreciate the chance to meet and explore the possibilities of being a part of your organization.

Thanking You, Yours

sincerely,

Rohit Kr Singh

Encl: As stated above

ROHIT KR SINGH**ACS, LLB, M.Com(BP&CG)**

16 A Naskar Para Road, Putiary
Flat No-A6, 3rd Floor, Kolkata-700041
West Bengal, India

MOB NO.:- + 91-9123944624

Email: singhrohit9156@gmail.com

CAREER OBJECTIVE

Highly enthusiastic to work in competitive environment by taking challenging assignments and responsibilities and help progressively in Company's growth while simultaneously enhancing my knowledge by continuously learning from work environment and adding values to the Company's Vision and Mission.

ABOUT MYSELF

A good team player and can shoulder responsibilities entrusted to me. A person abiding by the principle of discipline, punctuality and accountability towards the task assigned.

- Ability to innovate and learn new concepts from own experiences;
- Enjoy working in a team and coordinating with team members;
- Focused and enthusiastic to complete the given assignment.

ACADEMIC QUALIFICATION

2012 B.COM (C.U)	: SECOND DIV (59.6%)	Jaipuria College, Kolkata
2009 H.S. (WB)	: FIRST DIV (81.5%)	Shree Maheshwari Vidyalaya
2007 SECONDARY(WB)	: FIRST DIV	Shree Jain Vidyalaya (Kolkata)

* Honours in Accounting and Finance (C.U.) and Masters in Business Policy and Corporate Governance.

PROFESSIONAL QUALIFICATION

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|--------|---|------------------|------------------|
| □ 2019 | LLB | : FIRST DIVISION | Utkal University |
| □ 2016 | M.COM (BP& CG) | : FIRST DIVISION | IGNOU-ICSI |
| □ 2012 | CS EXECUTIVE BOTH GROUPS CLEARED AT 1 ST ATTEMPT IN DEC 2011 | | |
| □ 2013 | CS FINAL ALL GROUPS CLEARED AT 1 ST ATTEMPT IN DEC 2012 | | |

EXPERIENCE

- Working as a Whole Time Company Secretary cum Compliance Officer at **Sarala Development & Microfinance Private Limited**, Kolkata.
- Handling the Compliance work of its holding Company, Sarala Women Welfare Society, Non Profit seeking Company doing social welfare for the poor women and their families.(a member of SA- DHAN)
- Looking after the regulatory works of Sarala Healthcare Private Limited, Group Company of Sarala Development & Microfinance Private Limited.
- Got the '**OUTSTANDING PERFORMER OF THE COMPANY**' FOR FY 2018.
- Got the '**OUTSTANDING ACADEMIC ACHIEVEMENT**' AWARD FOR 2019.

JOB EXPERIENCE:

- Organizing Board and Board Committee's meetings and ensuring that all Meetings are minuted and that the Minute books are maintained with certified copies of the Minutes;
- Ensuring that Annual General Meeting is held in accordance with the requirements of the Companies Act and the Company's Articles of Association;
- Ensuring that the Company complies with its Memorandum and Articles of Association and, drafting and incorporating amendments in accordance with correct procedures.
- Maintain all relevant statutory registers (members register, register of directors, register of contracts with directors, directors' interests in shares and debentures, minutes book, etc.)
- Filing periodic statutory returns and reporting certain changes regarding the company with the registrar of companies;
- Maintain the Company's register of members; dealing with transfers and other matters affecting shareholdings; dealing with queries and requests from shareholders and different stakeholders.
- Implementing authorized changes in the structure of the company's share capital;
- Reviewing continually developments in corporate governance; Providing a central source of guidance and advising within the company on matters of business ethics and good governance. Acting as a primary point of contact for institutional and other shareholders, especially with regard to matters of Corporate Governance.
- Advising and assisting the Directors with respect to their duties and responsibilities, in compliance with company law & the RBI guidelines;
- Managing various contracts and agreements with different parties and providing legal expertise in preparing and finalizing all legal documents.
- Contact point for regulators and dealt with all regulatory NBFC compliances as laid by the Ministry of Corporate Affairs and the RBI including covenants compliances of various lenders including Public sector banks, Private Sector Banks and Financial Institutions like SIDBI, NABARD and other stakeholders;
- Business Correspondent Agreement finalization with Banks;
- Updated with Recent Amendment of Companies Act, 2013 and listing regulations and recent rules for NBFCs.
- Representing the company as required during interactions with government departments particularly Ministry of Corporate Affairs / Registrar of Companies and the Reserve Bank of India;
- Formulating and implementing legal compliance program/policies for the company;
- To carry out all matters concerned with the allotment of shares, Right Shares and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfer;
- Close on all Action items arising out of Board and committee meetings and systematic reporting of the same.
- Handling compliances of other Group Companies;
- Handling the overall RBI Compliances and dealing with the name change procedures of the Company with the RBI;
- Framing and effective implementation of different policies including the Interest Rate policy of the Company, CSR policy, Audit Manual, Risk Management Policy, KYC & AML Policy, Grievance Redressal Policy, HR Policy, Operational Policy.
- Drafting of Directors' Report and Annual Report of the Company and its Group Associates.
- Filing different resolutions regarding convening and conducting of Board and Annual General Meetings.
- Maintenance of Statutory Records & Registers as required under the Companies Act 2013 and other applicable laws.
- Appointment & Cessation of Directors, Managing Directors, Secretary & KMP etc.
- Ensuring compliance of Company law matters and general regulatory compliances.
- Engaged in Dematerialisation of Shares of Private Companies and generation of ISIN of the Company with NSDL;
- Dealing with Registrar and Transfer Agent (RTA) of the Company;
- Basic Understanding of the GST Related Issues.

UPDATES ON THE PRESENT AMENDMENT TO COMPANIES ACT, 2013 & LODR REGULATIONS:

- ☐ Updated on the recent amendment to Companies Act and the LODR Regulations and eager to explore more in ensuring compliances relating to SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015 and the regulatory filings to SEBI.
- ☐ Knowledge of the Regular Compliances to be made by Listed Companies and looking for opportunity to explore in this area.
- ☐ Updated with recent changes in eforms and amendments in Companies Act, 2013.

EXPERIENCE UNDER MANAGEMENT TRAINING(UNDER MODIFIED TRAINING STRUCTURE)

Completed 12 months Management training (1st September 2014-1st September 2015) from **M/s D.Raut & Associates, A Practicing Company Secretary firm** situated at 2A, Ganesh Chandra Avenue, Kolkata-700013 ,Commerce House,7th Floor, Room No.-10.

M/s D. Raut & Associates, A Practicing Company Secretary Firm :

Associated with Government clients like –

West Bengal Medical Services Corporation Ltd, West Bengal Swarojgar Corporation Ltd, West Bengal Transport and Infrastructure Development Corporation Ltd, West Bengal Tourism Development Corporation Ltd and many more.

Also associated with reputed Companies like-

Haldiram Group of Industries, Asian Hotel (East) Ltd, Hayaat Regency, Birla Group of Companies, etc.)

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TRAINING EXPOSURE / CORE COMPETENCIES

During my training tenure I have gained exposure in following areas: -

Secretarial Activities:

- ☐ Incorporation of Companies.
- ☐ Change of name and Registered Office of the Company.
- ☐ Preparation of Equity Joint Venture Agreements and assisting seniors in the process of Joint Venture.
- ☐ Changing different clauses of Memorandum of Association.
- ☐ Analyzing the Memorandum and Article of Association as per company's stand.
- ☐ Preparation and submission of Annual Return, Balance Sheet & Profit and Loss A/c, Compliance Certificate.
- ☐ Drafting Notices, Director Report, & minutes of AGM, EGM, and BM.
- ☐ Stock exchange compliances

Audit:

Have accompanied my seniors and mentors of the firm during

- Secretarial Audit.
- Compliance Audit.
- Due Diligence Audit.
- Corporate Governance Audit.
- Share Capital Audit.

Others:

- Coordinating with Registrar and Share Transfer Agent relating to different aspects of share administration such as transfer, dematerialization, etc.
- Coordinating with banks.
- Coordinating with internal & statutory auditors for conducting periodic audits.

IT CREDENTIALS

- Proficient in the use of Computers and can comfortably operate Windows based software e.g. MS Office applications like, MS Excel and MS Word.
- Familiar with the MCA portal and websites of other authorities like Stock exchanges, IncomeTax, Vat etc.
- Completed IT Training from APTECH as prescribed by ICSI. "Understanding Information Technology in the Corporate Environment."

KEY STRENGTHS

Continuous Knowledge up gradation of Companies Act 2013 & Different SEBI Circulars & RBI notifications -

- ☐ Reading of different books relating to Companies Act 2013 & Rules for knowledge enhancement.
- ☐ Active on discussions on different Acts, circulars , notifications issued by SEBI and RBI from time to time with different groups on social sites.
- ☐ Follow different professionals on different social sites and an active member of their groups made as well.

EXTRA CURRICULAR ACTIVITIES (ICSI)

- ☐ Participated in events like STUDENT INTODUCTRY PROGRAM (SIP) EXECUTIVE DEVELOPMENT PROGRAM (EDP) and various seminars conducted by ICSI.
- ☐ Seminars conducted by SA-DHAN & AMFI (for NBFC-MFI), WB on behalf of the Company.

AWARDS AND ACHIEVEMENTS

- ☐ Got the 'OUTSTANDING PERFORMER OF THE COMPANY' FOR FY 2018.
- ☐ Got the 'OUTSTANDING ACADEMIC PERFORMANCE WHILE WORKING WITH THE COMPANY' AWARD FOR 2019.
- ☐ Was awarded merit card for commendable performance in academics in Class XI, XII.
- ☐ Have participated in annual exhibitions in school, swimming, drawing competition.
- ☐ An active member of the school social service club, HUMANITY
- ☐ Was the captain of the college cricket team for continuous three years.
- ☐ Have done courses in computer from ICSI

HOBBIES AND PURSUITS

Reading articles, stories and books related to entrepreneurship and start-up ventures. Have been a member of the Meditation club THE BRAHMAKUMARIS.

PERSONAL INFORMATION

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|---|---|--------------------------------|
| <input type="checkbox"/> Date of Birth | : | 5 th June 1991 |
| <input type="checkbox"/> Father's name | : | Umesh Kumar Singh |
| <input type="checkbox"/> Language Known | : | English, Hindi, Bengali |
| <input type="checkbox"/> Nationality : | : | Indian |
| <input type="checkbox"/> Total Experience | : | 7 + years (post qualification) |
| <input type="checkbox"/> Notice period | : | 3 months' Notice Period |
| <input type="checkbox"/> Contact Details | : | 9123944624 |
| <input type="checkbox"/> Reasons for Change | : | Growth |
| <input type="checkbox"/> Married : | : | Unmarried |

Declaration

I declare that the above-mentioned details are true and best of my knowledge.

Place: Kolkata

Date: December, 2023

(Rohit Kumar Singh)
ACS