



Nikhil Rai

Profile

Highly motivated and detail-oriented person, eager to leverage strong organizational and compliance skills in a dynamic corporate environment. Proficient in legal and regulatory frameworks, corporate governance, and secretarial practices. Demonstrates excellent communication and analytical abilities, ensuring effective coordination and documentation. Committed to upholding ethical standards and contributing to efficient corporate operations. Ready to support senior management in fostering compliance and enhancing corporate integrity.

Employment History

Tax and Audit Assistant, NK Daga & Associates, Kolkata

DECEMBER 2018 – FEBRUARY 2020

- Prepared audit working papers and schedules to document audit evidence and conclusions
- Prepared and filed annual tax returns.
- TDS Filings and Audit
- GST Filings and Audit
- Assisted in bank audit of 3 different branches of UCO Bank.

Management Trainee, Bajaj Todi & Associates (PCS Swati Bajaj), Kolkata

MAY 2022 – FEBRUARY 2024

Completed my management trainee under PCS Swati Bajaj (13216) of 21 months as required by the Institute of Company Secretaries of India. During my training period I have achieved practical knowledge of:

- Complete working and filings in MCA
- Incorporation of Private, Public and Foreign Subsidiary Company including incorporation of LLPs
- Drafting of detailed Memorandum of Association and Articles of association.
- Updation of records as required by Companies Act, 2013 for private, public company including LLPs
- Secretarial Audit of 2 Listed Companies (Bengal Tea & Fabrics Limited and Graphite India Limited)
- Various filings with MCA as required by the Companies Act, 2013.
- Basic knowledge of SEBI LODR and ICDR

Education

Commerce, Shree Jain Vidyalaya, Kolkata

APRIL 2011 – MARCH 2013

Qualified with first class in Higher Secondary Education

B.com Honors, Taradevi Harakh Chand Kankaria Jain College, Kolkata

APRIL 2013 – MARCH 2016

Graduated with Honors with 2nd Class

References

References available upon request

Details

26, BK Paul Avenue
Kolkata, 700005
India
9051024908
rainikhil2@gmail.com

NATIONALITY

Indian

DATE / PLACE OF BIRTH

18-03-1995
Kolkata

Skills

Fast Learner

Microsoft Office

Effective Time Management

Computer Skills

Communication Skills

Languages

Hindi

English

Bengali

Hobbies

Keen interest in reading and writing Short stories.