

SANJANA JOSHI

73, Pratap Nagar, Manik Bagh, Indore (M.P.) -452001

Mob: 8821835000

Email: joshisanjana99@gmail.com

I am a professional with good interpersonal skills, possess knowledge and experience of secretarial and compliance work and desire to be part of reputed organization to translate my abilities into value for an organization.

CS COMPUSORY TRAINING

CS INTERNSHIP

I) NAME OF ORGANISATION: Geetika Agrawal & Company, Indore

NAME OF TRAINER : Ms. Geetika Agrawal

DURATION : October 2017 to April 2018

POST : Management Trainee

I) NAME OF ORGANISATION: Neelima Jain & Associates, Indore

NAME OF TRAINER : Mrs. Neelima Jain

DURATION : April 2018 to November 2018

POST : Management Trainee

WORK PROFILE:

UNDER COMPANIES ACT 2013:

COMPANY FORMATION AND CONVERSION	<ol style="list-style-type: none">1. Incorporation of Private Company2. Incorporation of Public Company3. Conversion of Private Company into Public4. Conversion of Private company to LLP
---	---

ALTERATION OF MoA AND AoA	1. Prepared Documents related to Alteration of MoA for Change of Object, Change of Registered Office, Alteration of Share Capital and Filing of Various Forms with ROC.
ISSUE AND TRANSFER OF SECURITIES	1. Issue of Equity Shares via Private Placement 2. Handled assignment related to share transfer and transmission.
DIRECTORS AMND MANAGERIAL PERSONNEL	1. Preparation and Filing of Forms for allotment of DIN, change in particulars of directors, Surrender of DIN and filed annual compliance form of KYC of Directors. 2. Preparation of documents and filed forms for appointment, resignation and regularization of directors and other managerial personnel.
MEETINGS	1. Drafted Notice, agenda, preparation of Minutes, Drafted various resolutions
AUDITORS	1. Preparation of documents and filing of Forms for appointment and resignation of auditors
CHARGES	1. Handled assignments related to Charge Creation, Modification and Satisfaction
ANNUAL COMPLIANCES	1. Handled assignments related to Annual Filing of Private and Public Companies.
SRIKE OFF	1. Handled assignments related to Preparation of Documents and filing of Forms related to Striking off companies.
OTHER ASSIGNMENTS	1. Prepared Search reports 2. Filed petition to NCLT for revival of Company under CODS Scheme.

UNDER LLP ACT, 2008:

COMPLIANCE BASED	1. Handled assignments related to Incorporation of LLP and Conversion of Private Company into LLP. 2. Preparation of LLP Agreement and Annual Compliances.
-------------------------	---

PROFESSIONAL QUALIFICATION:

<u>EXAMINATION</u>	<u>UNIVERSITY/BOARD</u>	<u>YEAR OF PASSING</u>	<u>PERCENTAGE</u>
CS PROFESSIONAL (All Modules)	ICSI	2017	56%
CS Executive (All Modules)	ICSI	2014	57%

CS Foundation	ICSI	2013	62%
LL.B (Hons)	DAVV	2018	63%

ACADEMIC QUALIFICATION:

QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
B.Com	DAVV	2014	70%
Higher Secondary	CBSE	2011	76%
Senior Secondary	CBSE	2009	66%

PERSONALITY TRAITS:

- Proactive and Action Oriented
- Self Motivated and Team Oriented
- Fast Learner

PERSONAL DETAILS:

D.O.B : 11th February, 1994

MARITAL STATUS : Unmarried

LANGUAGES KNOWN : Hindi, English and Basic French.
