



# PRATEEK JAIN

## COMPANY SECRETARY



+91 7011448514



Prateek.1717@gmail.com



Agra, Uttar Pradesh



<https://www.linkedin.com/in/prateek-jain-70861975/>

A highly efficient, competent and self-motivate, Company Secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions. Keen to find a challenging secretarial position and ambitious company that offers opportunities for career development and advancement. Always energetic and eager to learn new skills. I have experience working as part of a team and individually.

### EDUCATION

- Qualified Company Secretary Examination- February 2022
- MBA (Finance) - NMIMS - January 2022
- B.com (Hons) - Delhi University (SOL) - 2016

### PERSONAL TRAITS

- Self-motivated & discipline
- Persistent Problem-Solver
- Strong organisational and time management skills
- Team player & leader
- Versatile and Curiosity towards new things

### KEY SKILLS AND COMPETENCIES

- Well versed with Functioning of MCA Portal, RBI and SEBI Sites.
- Keep updated myself with latest amendments of MCA, RBI and SEBI.
- In-depth knowledge of SS-1 and 2.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint).

### LANGUAGE

- English
- Hindi

### EXPERIENCE

#### **NSEIT (Wholly Owned Subsidiary of NSE Investment Limited), Mumbai**

**Associate**-December 2023- Present

- Assist team in Quarterly Secretarial Audits and other projects.
- Preparation of Board Meeting documents of group companies.

#### **Nexdigm Corporate Services Private Limited, Gurugram**

**Executive**- August 2022 – December 2023

- Incorporation of private companies and foreign subsidiary companies and other documentation.
- Capital Infusion: Preferential Allotment, Private Placement and Rights Issue of the Companies.
- Prepared Notices, Agenda, Resolutions, Attendance sheets and Minutes of Board Meetings, Committee Meetings and General Meeting.
- Conveyed Board Meetings, Committee Meetings & General Meetings (all pre and post compliance etc.).
- Handled RBI Compliance i.e Filing of FC-GPR, FC-TRS, FLA.
- Dematerialization, Allotment and Transfer of Shares.
- Raising and Conversion of ECB into Equity.
- Alteration in Memorandum of Association.
- Handled CSR Compliances.
- Prepared Annual Reports (Directors report & CSR report) and Annual Filling of various unlisted public & private companies.
- Creating & Satisfaction of charge under Companies Act, 2013.
- Appointment & Resignation of Statutory Auditor, and Key Managerial Personnel and multiple changes therein.

#### **BDO India LLP, NOIDA**

**Company Secretary Management Trainee**- February 2021- August 2022

- Prepared and filled various forms related to Annual Return and annual compliance of the private company and LLP including XBRL.
- Assist in Quarterly, Half yearly and Annual compliances of SEBI (LODR).
- Liaison with stock exchange officials, NSDL, CDSL, RTA etc.
- Registration and Modification in IEC, LEI and shop & Establishment.
- Shifting of registered office of the company.
- Developed myself with basic understanding of compliance under Companies Act, 2013 with MCA.
- Assist in change of financial year of a company.

### ACHIVEMENTS

- ◆ Star performer of the Quarter 4 in Nexdigm.
- ◆ Received ON SPOT Award at BDO India LLP.
- ◆ Participated in National Online Quiz on Insolvency and Bankruptcy Code organized by IBBI.