

CURRICULUM VITAE

Anjali Aggarwal

B.com (H), M.com, ACS

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Experience:

- Working as **Company Secretary (CS) and Compliance Officer of Healthy Biosciences Private Limited** since September, 2015
- Working as **Company Secretary (CS) and Compliance Officer of Prism Medico and Pharmacy Limited**, 100% Holding of **Healthy Biosciences Private Limited** since June, 2017.

Internship:

- Completed 03 months Practical Training as CS Article with **Mr. Vikas Garg**(Practicing Company Secretary), Chandigarh from 20th February, 2014 to 20th May, 2014
- Completed 12 months Practical Training as CS Article with **Mr. Neeraj Jinadal** (Practicing Company Secretary), Chandigarh from 19th June, 2014 to 19th June, 2015.

Professional Qualification:

- Passed CS (Professional Programme) from ICSI in August 2015.
- Passed CS (Executive Programme) from ICSI in August 2012.
- Passed CS (Foundation Programme) from ICSI in February 2011.

Educational Qualification:

Board/University	Qualification	Year of Qualification	Subjects	Division
C.B.S.E.	10 th	2007	English, Mathematics, Science, Social Studies, Punjabi, Hindi	1 st division
C.B.S.E.	12 th	2009	English, Mathematics, Business Studies, Economics, Accounts	1 st division
Punjab University, Chandigarh	B.Com (Hons. in Finance)	2012	Accounts, Economics Company Law, Business Management, Statistics, Direct Tax, Indirect Tax	1 st division

Punjab University, Chandigarh	M.Com (Accounts & Finance)	2014	Accounts, Economics Company Law, Business Management, Statistics, Business Ethics & Corporate Governance	2 nd division
IEC University, Himachal Pradesh	L.L.B.	In 2 nd Year (Session 2016-19)	Jurisprudence, Constitutional Law, Contract Law, Environmental Law, IPC, CPC, CrPC, Banking, PIL, Family Law, Administrative Law	Pursuing Law

Computer Skills:

- Conversant in MS Office, windows & familiar with internet operation.
- Undergone tally training as prescribed by ICSI.
- Good acquaintance on MCA Website.

Awards & Achievements:

- Certificate of diploma in Computer Based Accounting from Punjab University in 2010.
- 2 year's Certificate for serving as N.S.S. candidate in year 2009 & 2010.
- Certificate of participation in drama in Punjab University Zonal Youth & Heritage Festival Chandigarh B Zone organized by National College for Women Machhiwara (Ludhiana) in year 2011.
- Got best presenter group award along with my group members in MSOP training held in December, 2015.
- Student Coordinator for organizing One Day Training Programme-cum-Workshop on Rights of Consumers, by University Institute of Legal Studies, Chandigarh University, Punjab on March 31, 2017.

Key Assignments Handled:

- Preparing Search Reports of Companies.
- Drafting of Minutes.
- Drafting of documents for striking off of company under FTE (Fast Track Exit) Scheme.
- Incorporation of Companies under Companies Act, 2013.
- E-filing of forms and Declaration under Section 184 under the Companies Act, 2013
- Drafting of Annual Report and Filing Forms related thereto.
- Liasoning with ROC w.r.t.:
 - Name Approval
 - Certified Copies
 - Master Data Correction
 - Other E-Forms approval.
- Registration, Modification & Satisfaction of Charges.
- Role Check on MCA21 for Directors, Manager and Professionals.

- Appointment & Cessation of Directors.
- Shifting of Registered Office from one State to other.
- Allotment of shares and procedure thereof.
- Drafting of Resolution & Documents w.r.t.:
 - Bonus Issue, Rights Issue, Private Placement
 - Appointment & Cessation of Directors, Managing Directors, Statutory and Cost Auditors
 - Allotment of Shares and Increase in Authorized Share Capital
 - Change of Name & Objects Clause of a company
- Maintaining Statutory Registers

Biographical Data:

Born	:	5 th January, 1992
Gender	:	Female
Language Known	:	English, Hindi, Punjabi
References	:	Available on request



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