



Central Depository Services (India) Limited

CS AMOL PURANDARE SENIOR MANAGEMENT PROFESSIONAL

**Achievement-driven professional targeting assignments as
Company Secretary with an organisation of high repute
Location Preference: West/South Indi**

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Education & Credentials

- ❖ Company Secretary from Institute of Company Secretaries of India, New Delhi (ACS No. 18078) in 2003
- ❖ LLB (General) from Shivaji University, Kolhapur in 2002
- ❖ B.Com. from Shivaji University, Kolhapur in 1998

Executive Profile

- ❖ A qualified, result-oriented and professional with **nearly 15 years** of experience in Company Secretarial Matters and Legal Affairs of listed companies
- ❖ Proficient in performing overall secretarial functions including conducting board and general meetings, managing stock exchange compliances, ensuring corporate law compliance, SEBI requirements & so on
- ❖ A keen analyst with proven capabilities in liaising with government departments, regulatory authorities and external agencies including ROC, RBI, SEBI, Stock Exchanges, Banks, Financial Institutions and so on
- ❖ Formulating the standard format for contracts and ensuring consistent and comprehensive coverage of commercial, contractual, technical and administration matters, JVs, Cross-border collaborations
- ❖ Expertise in analyzing existing systems & procedures, preparing documents, designing internal control systems and facilitating effective decision-making.
- ❖ Strong management skills & business judgment with capability to make decisions & give advice, which reflects understanding of overall business objectives and the risks/rewards of each situation

Key Impact Areas

Secretarial Affairs of
Listed Entities
Statutory Compliances
Merger and Acquisition
Corporate Laws
Liaising & Coordination
with Regulators
Due Diligence
Initial Public Offering
(IPO)
Investors Relationship
Management
Legal Documentation

Key Skills

Communicator
Motivator
Innovator
Analytical
Collaborator

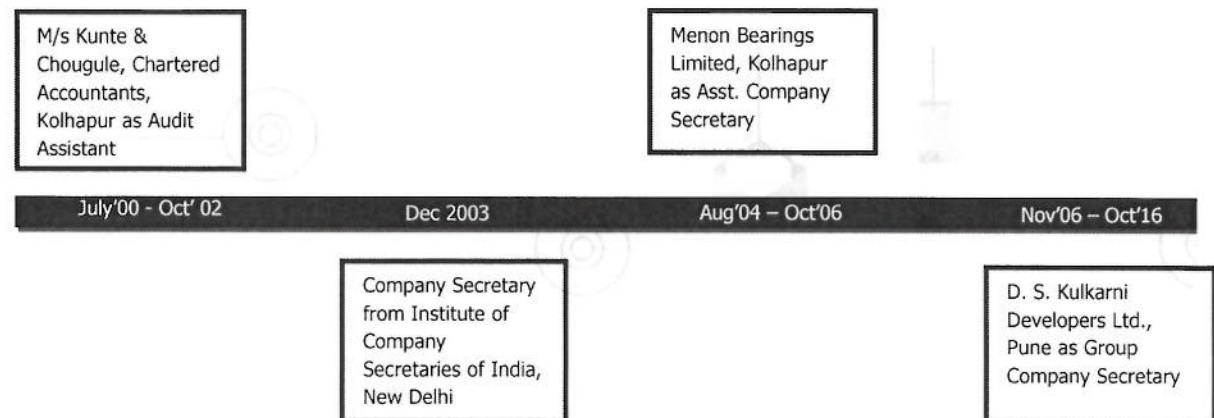




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- An effective communicator with excellent relationship, management and analytical skills

Career Timeline



Professional Experience

Nov'06 – Oct'16 with D. S. Kulkarni Developers Ltd., Pune as Company Secretary

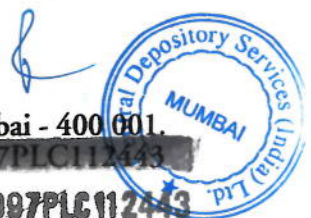
Aug'04 – Oct'06 with Menon Bearings Limited, Kolhapur as Asst. Company Secretary

Jan'03 – Jul'04 with Shri Mahesh A. Athavale, Practicing Company Secretary and Partner in KANJ & Associates, Company Secretaries as Apprentice Trainee

Jul'00 - Oct'02 with M/s Kunte & Chougule, Chartered Accountants, Kolhapur as Audit Assistant

Key Result Areas

- Complied with all the SEBI rules and regulations and listing agreement with stock exchange
- Managed around 33 companies in the group & all the company law and other legal matters of flagship company within the Group
- Post issue working of Follow-on Issue of Equity shares
- Administered all company secretarial matters including conduct of various meetings and drafting their Agendas/ Minutes, ensured Listing and Statutory Compliance, and so on
- Handling the finance and accounts functions of the company including finalisation of accounts, managed taxation matters, liaison with Statutory / Internal Auditors, and so on
- Monitored various Joint Ventures entered into by the company in India and overseas including the drafting/ vetting of Joint Venture (JV) Agreements, negotiation with foreign Joint Venture (JV) partners, cross-border collaborations and so on
- Supervised company law matters including conducting secretarial activities & board meetings, executed investigative assignments, finalised foreign collaboration agreements, prepared new rule manuals, monitored project and corporate planning
- Co-ordinated with RBI-OID division for various approvals & Director General of Foreign Trade (DGFT), ODI investments, Formation of subsidiaries in USA, Singapore, Compounding under FEMA





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Highlights

- Conducted audit such as Clause 47C to be undertaken as per Listing Agreement, Secretarial Audit, Depository Participant Audit, Audit for Annual Return Certification
- Worked on a composite scheme of merger of a group company with D.S. Kulkarni Developers Ltd., a listed entity
- Coordinated for the valuation exercise done by M/s Kalyaniwala & Mistry, drafting of a composite scheme by the legal counsel, securing Board / Stock Exchange / Creditor / Shareholder approval, and filing an application with the High Court and vesting various properties in the name of Company
- Business Acquisition-Appreciated by Ms. Diya Garware for their due diligence
- Handling inspection by MCA
- Handled Investigation of the Company by ED
- Successfully concluded a Private Equity (PE) Investment deal worth INR 35 cr involving due diligence and its exit
- Managed whole of the public issue of debt instruments-first retail issue by a real estate company
- Investor relations, investor presentations, road shows, press conferences and so on
- Core team member for implementation of ERP and worked as ISO Management Representative

Freelancing

Organisation: Various clients
Period: Jan'17 – Present
Role: Secretarial Compliances



Personal Details

Date of Birth: 28th January 1978
Languages Known: English, Marathi and Hindi
Address: Citadel Enclave, Building No. C-2, Flat No. 502, B.T. Kawade Road, Ghorpadi, Pune-411036, Maharashtra

