

Usha Martin Education & Solutions Limited

Godrej Waterside, Tower-2, 12th Floor,
Office No.: 1206, Block-DP, Sector-V
Salt Lake City, Kolkata 700091, India
Tel : +91 33 6810 3700
Website : www.umesl.co.in
CIN -L31300WB1997PLC085210



Dated: 28/11/2022

To,
The Secretary
National Stock Exchange of India Ltd
Exchange Plaza,
Plot No. C/1, G Block,
Bandra Kurla Complex,
Bandra (East)
Mumbai - 400 051

The Secretary
Bombay Stock Exchange Limited
Floor 25, Phiroze Jeejeebhoy Towers,
Dalal Street
Mumbai - 400 001

Dear Sir,

Re: Intimation of Appointment of Company Secretary pursuant to Regulation 30 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015

Dear Sirs,

Pursuant to regulation 30 of SEBI (listing Obligation and Disclosure Requirements) Regulations, 2015 , we wish to inform you that the Board of Directors has appointed Mr. Sumeet Kumar as the Company Secretary cum Compliance Officer of the Company with effect from 28th November 2022.

Kindly take the same on your records. A copy of the resume of Mr. Sumeet Kumar is attached for your reference and record.

Thanking you,
Yours truly,

For Usha Martin Education & Solutions Limited

Vinay Kumar Gupta
Whole-time Director
DIN: 00574665

Sumeet Kumar
(Company Secretary)

Residential Address: Flat-D3, 3rd Floor, Madhu
Apartment, Block-B, 15/1, Dakshinpara Road,
Kolkata- 700 028
Contact No.: +91 9007609042
Email id: sumeetkumar2022@gmail.com

➤ **CAREER OBJECTIVE :**

To work for an organization which provides me the opportunity to improve my skills, knowledge and to grow along with the organisation objective by serving the organisation with positive attitude, efficiency and integrity. To advance my career as a renowned Company Secretary.

➤ **PROFESSIONAL QUALIFICATIONS :**

Year	Level of Examination	Marks (%)	Institution
Dec, 2010	CS Final (2 Groups)	50%	The Institute of Company Secretaries of India
Dec, 2009	CS Final (2 Groups)	53%	
Dec, 2008	CS Inter	57%	
Dec, 2007	Foundation	65%	

Year	Level of Examination	Marks (%)	Institution
May, 2011	CA PCE (2nd Group)	54%	The Institute of Chartered Accountants of India
Nov, 2010	CA PCE(1st Group)	56%	
Aug, 2007	CPT	68%	

➤ **ACADEMIC QUALIFICATIONS :**

Completed Graduation with Commerce from Bhawanipur College (Calcutta University) in 2011.

➤ **WORK EXPERIENCE :**

Biswajit Dutta & Associates, Kolkata – Articleship Oct, 2007 to April, 2011
P.K. Dutta & Associates, Kolkata – Company Secretary Oct, 2013 to Oct, 2015 –
Practicing Company Secretary Feb, 2016 to Till Date

➤ **ASSIGNMENTS HANDLED:**

- ✦ Represented the firm on variety of audit assignments comprising of tax, statutory audit assignments of small and medium sized companies.
- ✦ Preparation and filing of income tax returns for companies, partnership firms, and individuals.
- ✦ Preparation and E-Filing of Forms with the Registrar of Companies.
- ✦ Preparing minutes, updating statutory register as per the requirements of Companies Act, 2013.
- ✦ Handling of other day to day issues related to ROC/ MCA

➤ **MAJOR CLIENTS HANDLED :**

- ✦ Kutchina Home Makers Private Limited
- ✦ Chitrakar Groups of Companies
- ✦ Sunrise Media & Effects Private Limited
- ✦ Bhandari Groups of Companies

➤ **COMPUTER PROFICIENCY :**

- ✦ Working knowledge on MS-Word, MS-Excel & PowerPoint.
- ✦ Operating Knowledge of Tally Accounting Software
- ✦ Completed 100 hours IT Training conducted by ICAI-Eastern Region, Kolkata.

➤ **MANAGEMENT TRAINING :**

- ✦ Completed GMCS - I Course conducted by ICAI- Eastern Region, Kolkata.
- ✦ Orientation Training Program organized by ICAI-Eastern region, Kolkata.

➤ **PERSONAL SNIPPETS :**

- ✦ Father's Name : Late Hira Lal Agrawal
- ✦ Nationality : Indian
- ✦ Languages known : English, Hindi & Bengali
- ✦ Other Interests : Reading, Listening music, Travelling
- ✦ Status : Married

➤ **DECLARATION :**

I hereby declare that all the information given above is correct and complete to the best of my knowledge and belief.