

Profile

Summary of Skills & Experience

Over 23 years of post qualification experience in the field of Secretarial and Legal matter of various companies. Exposure in Handling Public, Rights issues, Conducting AGMs, EGMs, Board Meeting, Secretarial Audits, and Financial Audits, well versed with Statutory Compliance under SEBI Regulations, Stock Exchange Listing Agreements, FEMA, RBI, ESI, PF, Company Law and related acts.

During the initial years of my carrier, I have worked for nearly 10 yrs in various listed and unlisted companies and set up practice in the year 2002 to become an independent professional to serve to various companies whether listed, unlisted, Private Limited Companies and always prepared to take up any challenges that may come across from different industries and strive to give my best to client companies. The summary of my experiences present and past is given hereunder:

Present:

Practising Company Secretary since July 2002 in the name of KASHINATH SAHU & CO, Sole Proprietary Firm, located near Mallapur, Hyderabad-500076. The firm has adequate infrastructure facilities and is manned with qualified, semi-qualified & experienced professionals to provide efficient, diligent and timely delivery of services to its client companies. We act as corporate consultants to various Listed, Unlisted & Private Limited Companies in Hyderabad and look after Secretarial & legal matters of the client companies which includes compliances under the provisions of Companies Act & other Statutory laws applicable to the companies, Formation of Companies, E-filings of various Forms with ROC, maintenance of statutory records, registers under the companies act, advises/opinions, drafting agreements/MOU's, mergers, acquisitions, compliances and Certifications required by various regulatory bodies for listed & unlisted Companies, viz Stock Exchange listing agreements, SEBI Guidelines, Corporate Governance reports, RBI, Banks & Financial Institutions, Secretarial Audit report, Secretarial due diligence report to the banks and others, liaison with ROC, RBI, Banks, Advocates for any legal matters of the companies.

Past Organizational Experience

NAME OF THE ORGANISATION	PERIOD OF SERVICE	DESIGNATION	REPORTING TO
Vivace Sonics Pvt. Ltd	1988-1993	Accounts Assistant/ Accounts Officer	Finance Manager

Satyam Computer Services Ltd – Listed Company	1993-1995	Secretarial Officer / Asst. Co. Secretary	Company Secretary
Reil Products Ltd - Listed Company	1995-1999	Company Secretary & Legal Officer	Managing Director. VP-Finance
Zen Soft Solutions Ltd – Listed Company	2000-2001	Company Secretary	Managing Director.
J. P. Mobile (India) Ltd – Unlisted Public Company	2001-2002	Company Secretary	Managing Director.

SUMMARY OF JOB RESPONSIBILITIES WHILE WORKING IN ABOVE MENTIONED COMPANIES

SECRETARIAL

- Conducting Secretarial Audit and issue of compliance certificate.
- Ensuring compliance of Company Law matters and Listing agreements.
- E-filings of Annual Returns, Balance Sheets including XBRL filings & Registrations of all ROC documents as per MCA21
- Registration of creation/modification/satisfaction of charges
- Search Reports to bankers and others financial institutions.
- Certifications under Company Law, RBI, SEBI, Stock Exchange Listing Agreements, NSDL,CDSL etc
- Incorporation/registration of companies, Conversions, Part IX registrations, Change of name
- Maintaining statutory records and registers under the Companies Act, 1956. Taking up assignments for Updation of various statutory records as per the requirements under the Companies Act, 1956/2013.
- Holding Board Meetings, General Meetings, Audit Committee Meetings and drafting the notices, resolution and minutes of the various meetings.
- Ensuring adherence to all provisions of Corporate Governance in the meetings and disclosures.
- Share transfers, transmission, transposition of shares, Conducting Share Transfer Committee Meetings, Share purchase agreements

- Co-ordination with the advocates in preparation of scheme of mergers, demergers, amalgamation, takeovers etc.
- Carrying secretarial and legal due diligence work as per the requirements of clients in case of acquisition, mergers, takeovers etc.
- Liaison with Bankers, RBI, Legal Advisors, Department of Company Affairs, Sales Tax, Service Tax, Income Tax & Excise Authorities.
- Involved in Accounts, Finance and co-ordinated with the Internal and Statutory Auditors of the Company during the Finalisation of accounts, signed balance sheet of companies.
- Adhering to regulations as per the Companies Act, 1956/2013, PF Act. Payment of Bonus Act, Minimum wages Act, Factories Act, Shops & Establishments Act.

EXPOSURE IN HANDLING PUBLIC ISSUES

- Handled Public & Rights issues, Private Placements, Preferential issues
- Framing of Schemes under ESOP, ESOS as per the SEBI Guidelines.
- Negotiating with merchant bankers, lead managers, collection bankers and registrar.
- To the issues, Stock Exchanges, NSDL & CDSL, SEBI.
- Handling transfers, allotment, transmission and transposition of Shares.
- Addressing investor's complaints received from SEBI, Stock Exchange.
- Ensuring compliances of the Listing Agreements, SEBI Guidelines & other statutes.

STATUTORY COMPLIANCE

- Conducting Secretarial Audit and submitting Secretarial compliance report.
- Ensuring compliance of Company Law matters and Listing agreements.
- Adhering to regulations as per the Companies Act, 1956/2013, PF Act. Payment of Bonus Act, Minimum wages Act, Factories Act, Shops & Establishments Act.
- Coordinating filing of forms and returns.
- Filing periodical returns with ROC, STPI, IT, ST.
- Maintaining statutory records and registers.

LEGAL

- Industrial Licenses- enhancement of capacities, new licenses, conversion of LOIs into ILs.
- Legal matters such as drafting various agreements, deeds, contracts, MoU's etc. relies to legal notices/ co-ordination with the Advocates for follow up of cases pending before various Courts in Hyderabad, Advising Management on Various Legal matters/ corporate laws like FEMA, RBI, IDRA, etc., Vetting of Title Deeds and other Legal Documents;

- Responsible for all Legal matters of the Company/ Co-ordination with Advocates in making petitions/counters etc. Represented the Company in various forums/courts.
- Co-ordinated with the Legal advisor of the company for Trade Mark Registration of the Company's name, products etc.

OPERATIONS

- Formulation and implementing HR policies.
- Managing Recruitment, Performance reviews and settlements.
- Negotiating with Vendors for capital purchases.
- Finalizing AMCs and contractual agreements.
- Coordinated clearance of goods from Customs & Excise departments

Membership No : F4790

Certificate of Practice No: 4807

Communication Address:

Flat No. 101, G.K. Arunodhaya Enclave,
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Telangana State.

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Mobile: 9849307258

Kju & Associates

Cost Accountants

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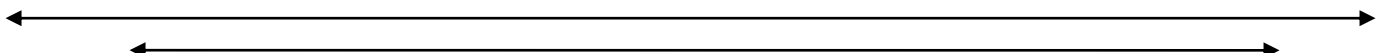
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About Us

- ▶ KJU & Associates, a firm of Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) is determined to provide one-stop solutions to the corporate world in the sphere of Cost Audit, Cost Consultancy, Cost Records, Cost Certifications, Business Advisory, GST, Internal Audit, Stock Audit, Laws with integrity, expertise and professionalism.
- ▶ “Team KJU” comprises of Experience, young, proficient and dynamic professionals having multi-disciplinary skills and expertise over their respective areas of practice with the right blend of international perspective, combined with on-the-ground professional skills and experience of handling tasks of various matters.
- ▶ We are located in the heart of the city of Hyderabad in Telangana State.

Kju & Associates
Cost Accountants



Our Mission & Vision

- ▶ Our Mission is to serve our clients to the best of our abilities by maintaining the highest standards of integrity and ethics.
- ▶ Our Vision is to strive always to improve the quality of our services that would in turn improve the quality of life and society.

Values & Beliefs

- ▶ Quality excellence
- ▶ Delivering the promise swiftly
- ▶ Learning, creativity & innovation
- ▶ Integrity, fairness & equity
- ▶ Team spirit & synergy

What We Do

Cost Related Matters

- Cost Audit.
- Compliances Requirement of MCA, ROC Certifications.
- Implementations of Cost Accounting System.
- Maintenance of Cost Records According to the Generally Accepted Cost Accounting Principles and Cost Accounting Standards.
- Study And Identify The Profit Centers, Cost Centers.

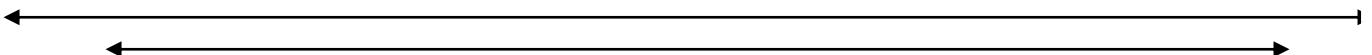
Management audit:

- Cost Center Wise Performance Audit
- Internal Audit
- Compliance Audit
- Stock Audit

Statutory compliance and assessments:

- GST Services
- GST Audit
- PF, ESI
- E-Filing Of Returns

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STRENGTH:

We have experienced team to assist in performing mission-critical assignments to clients. A brief summary of the team is given below:

Particulars	No's
Qualified Professionals	4
Semi-qualified	5
Paid Assistants	3
Administration	1
	13

Our Team:

CMA DEBARAJA SAHU, M.Com, FCMA

Having 33 years of Experience in Costing, MIS, Accounts, Finance, Auditing, Plant Performance Audit, stock audit etc., in Manufacturing, Pharmaceutical, Textile, Processing, Mining, Construction/ Infrastructure etc. Development of Cost Accounting Systems, Maintenance of Cost Accounting Records, Development of Budgets, Steps for effective cost control measures, etc.

CMA ALEEMUDDIN MOHAMMED, B.Tech. FCMA, ACS (Int)., CAIIB

Senior Accounts, Banking and Finance Professional with 27+ years of experience in financial reporting, analysis, forecasting, budgeting, cash management, Auditing and controls from a retail chain of organization, with solid interpersonal skills and cross functional team interactions (Sales, Production, Information System and Human Resources) coupled with effective leadership abilities.

CMA SANTOSH BATTACHARYA B.SC, FCMA.

Having 25+ years of Experience in manufacturing sector, Costing department, MIS, Finance, Auditing, Plant Performance Audit, stock audit etc., in Manufacturing, Steel Plant, Textile, Processing, Mining, Construction/ Infrastructure etc. Development of ERP, Projects Reports, Due Diligence, Maintenance of Cost Accounting Records, Development of Budgets etc.

KHAJA JALAL UDDIN, ACMA, MBA, M.Com

He is having more than 8 years of experience mainly in maintaining Cost Accounting Records, Cost Audit, etc., he is assisting in developing Cost Accounting System, Maintenance of Cost Accounting Records, development of purchase system / Procedure. He has Amassed knowledge in the facet of Cost Audit, Cost Compliance report, Cost Records, Inventory Audit, Internal Audit, Cost Certification, CAS - 4 Cost of Production For Captive Consumption, Internal Audit and Excise Audit.

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