

## **Brief Profile**

A qualified Associate Company Secretary with over 8+ years of experience.

My profile includes Convening & Conducting Board Meeting, Committee meeting and Shareholding meeting as required under Companies Act. I am proficient in Corporate and Allied Laws and have immense knowledge and experience in the field of Finance and corporate law. I have successfully handled the incorporation of various entities. Proficiency in legal documents including drafting of Agenda and Minutes, annual reports, patterns and other documents to stock exchange and reviewing agreements and statutory records. Effective communication and interpretation skills with ability to liaise with various stakeholders. I am Law graduate and Qualified Independent Director.