

NEETI SOLANKI

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Professional Summary

Dedicated trainee with history of meeting compliance and secretarial goals utilizing consistent and organized practices. To seek and maintain full-time trainee position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- Organization and Time Management
- Communication
- Teamwork and Collaboration
- Legal interpretation

Work History

CS Management Trainee, 07/2023- 03/2024

POD World- Bangalore, India

- Drafting of notice, agenda and minutes of board meeting, general meeting, circular resolution, board report and other secretarial documents
- Filing ROC Forms
- Handling the process of private placement end to end
- Preparation and filing of FCGPR
- Researching on various areas of compliance and corporate laws
- Writing articles on various topic of corporate laws
- Preparing and maintaining data room of the company
- Preparation of compliance calendar for Companies Act, 2013, GST Laws, and various other laws applicable to the company

CS Management Trainee, 12/2021 to 08/2022

Quadrillion Finance Private Limited (Subsidiary Company of slice) – Bangalore, India

- Drafting of circular resolution, notice, agenda and minutes of Board meetings, General meetings and Committee meetings
- Preparation and filing of forms and returns under Companies Act, 2013
- SEBI (LODR) Compliance (Debt listed entity)
- RBI Compliance as applicable on a middle layer NBFC
- Maintenance of company records as required under Companies Act, 2013, RBI Guidelines, SEBI (LODR) Regulations
- ISIN creation and extinguishment
- Dematerialisation of shares

- Debt listing on BSE
- Preparation of compliance calendar for Companies Act, 2013, RBI Guidelines, SEBI (LODR) Regulations
- Drafting of replies of secretarial queries and opinions

Content Writing Intern, 09/2021 to 11/2021

Shorthills Tech Private Limited – Gurugram, India

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content
- Maintained current understanding of industry and genre trends, enhancing writing and marketing success

Education

Company Secretary (Professional Stage)

Institute of Company Secretaries of India - Raipur

Bachelor's of Commerce: 07/2022

Pt. Ravishankar Shukla University - Raipur

