

SAURABH SHUBHAM

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80 D, VP Block, Pitampura, Delhi-34.

OBJECTIVE

To work with an organization which provides me ample learning opportunities, a professional status and a wider experience to accomplish mine as well as organization's growth.

PROFESSIONAL EXPERIENCE

- **Offizpro Eservices (P) Limited (June 2019-till date)**

Responsibilities as Assistant Manager (Legal & Finance)

- Liaison with various government departments like Income Tax, GST, Regional Director, Registrar of Companies, others.
- Drafting and vetting of various deeds, agreements, notices and resolutions like Partnership Deed, Franchise Agreement, Trust Deed, Commission Agreements, corporate resolutions, Minutes of Meetings etc.
- Certification & Filing of statutory e-Forms with MCA.
- Preparation of Annual Returns (MGT-8)
- Filing of TDS, GST Returns.
- Preparation and filing of PF & ESI returns

- **LEX DILIGENT LLP (October 2017-May 2019)**

Responsibilities as Designated Partner

- Liaison with various government departments like Income Tax, GST, Regional Director, Registrar of Companies, Food & Safety Department, Electricity Boards, Fire Department, Factory Department and others.
- Drafting and vetting of various deeds, agreements, notices and resolutions like Partnership Deed, Franchise Agreement, Trust Deed, Commission Agreements, corporate resolutions, Minutes of Meetings etc.
- Certification & Filing of statutory e-Forms with MCA.
- Preparation of Annual Returns (MGT-8)
- Filing of TDS, GST Returns.
- Preparation and filing of PF & ESI returns

- **DAKSH COMPLIANCE MANAGEMENT (P) LTD. (October 2016-July 2017)**

Responsibilities as Assistant Company Secretary

- Liaison with various government departments like Income Tax, GST, Regional Director, Registrar of Companies, Food & Safety Department, Electricity Boards, Fire Department, Factory Department and others.
- Drafting and vetting of various deeds, agreements, notices and resolutions like Partnership Deed, Franchise Agreement, Trust Deed, Commission Agreements, corporate resolutions etc.
- Arrangement for Board Meetings, preparation of Minutes of Meetings

- Certification & Filing of statutory e-Forms with MCA.
- Preparation of Annual Returns (MGT-8)
- Filing of TDS Returns.
- Preparation and filing of PF & ESI returns

ACADEMIC QUALIFICATIONS

- Company Secretary (2017) from ICSI, New Delhi
- LL.B (2009-2012) from Faculty of Law, University of Delhi.
- B.Com(Hons) (2005-08) from Satyawati College, University of Delhi.
- AISSE (2003-2005) from DAV, Ranchi, Jharkhand.
- Matriculation (2002) from Cambridge School, Ranchi, Jharkhand.

SKILLS

- Organized, good communication skills
- Hardworking and competent
- Adaptable, can work under pressure
- Ability to concentrate on minute details

ACHIEVEMENTS

- Won participation certificate in National Integration Camp organized by Vinamr Educational & Charitable Society.
- Won participation certificate in International Conference on Environmental Law organized by Law Centre-I, Faculty of Law, DU.

PERSONAL DETAILS

DOB: 20th August, 1987
Marital Status: Single
Nationality: Indian
Languages Known: Hindi, English
Hobbies: Playing badminton, singing and listening songs,
Permanent Address: H. No. 37, Near Abhinandan Palace, Kalibari,, Bompas Town, Deoghar, Jharkhand-814112

DECLARATION

I hereby declare that the above given facts are true to the best of my knowledge and belief.

New Delhi

Saurabh Shubham