

# Pushkar S. Joshi

(Aspiring Company Secretary, BSL, LLB)

## PROFESSIONAL & EDUCATIONAL QUALIFICATION

INSTITUTION	EXAMINATION	TERM
The Institute of Company Secretaries of India	CS Professional Module 3	Pursuing
	CS Professional Module 2	December 2023
	CS Professional Module 1	December 2021
	CS Executive Module 2	December 2019
	CS Executive Module 1	June 2019
	CS Foundation	December 2016
Manikchand Pahade Law Collage, Ch.Sambhajinagar (Aurangabad)	BSL, LLB (5 Year Course)	2017-18 to 2021-22

## Certifications

Institute	Particulars
IIM Visakhapatnam	Fintech & Risk Management in Banking & Financial Services (Pursuing) (Virtual Mode)
National Institute of Securities Markets (NISM)	Registrars to an Issue and Share Transfer Agents - Corporate Certification Examination Completed (August 2024)
	Investor Certification Examination Completed (July 2024)
	Online Dispute Resolution Mechanism (August 2024)

## WORK EXPERIENCE

Organization	Designation	Tenure
<b>Sayam Investments Private Limited (Bangalore)</b> (RBI Registered NBFC) (Base Layer)	Executive Company Secretary	March 2024-Till Present
<b>KMP &amp; Associates (Aurangabad)</b> (PCS Firm)	Management Trainee	November 2021-October 2023

My significant achievements during my association with the aforesaid organizations are Summarized as follows.

➤ **RBI Compliances and applications**

- Preparation of application to RBI for change in management of NBFC.
- Preparation of application to RBI for change in shareholding of NBFC.
- Preparation of application to RBI for obtaining license of full-fledged money changer (FFMC).

➤ **Work relating to MCA portal and Secretarial Compliances**

- Conducting meetings of Board of Directors and Various classes of members and security holders of the company.
- Providing assistance to the external professionals for conducting due diligence.
- Drafting of Resolutions, Notices, Minutes of the Board Meetings and General Meetings.
- Updating Statutory Registers in both physical and electronic format.
- Change of name of the Company, Change of the Object clause, Change in Capital clause of the company and other corporate secretarial work and routine matters under The Companies Act,2013.
- Preparation & Filing of the Annual Returns, Directors' Report with the Registrar of Companies.
- Shifting of Registered office of the Company.
- Conversion of LLP into Private limited Company.
- Preparation and filing of forms for Creation, Modification and Satisfaction of charge for Company and LLP.
- Assistance in formation of wholly owned subsidiary companies.
- Preparation & drafting of leave and license agreement, Share purchase agreement, Share transfer agreement, Memorandum of Understanding and various other agreements.

➤ **Trade Mark and other Intellectual Property Rights relating work.**

- Conducting Search at web portal of <https://ipindia.gov.in> for availability of trademark.
- Preparation of application for registration of trademark (Form TM-A).
- Preparation and filing of reply to examination report issued by Trademark Registry.
- Preparation and filing of reply to notice of opposition issued to trademark.

➤ **FEMA and RBI related matters**

- Preparation and filing of E form FCGPR on RBU FIRMS portal.
- Submission of annual and revised FLA return on RBI FLAIR portal.

➤ **Other Work Experience.**

- Obtaining licenses for companies, firms with various authorities like Start- Up Registration, Udyam registration, Import Export Code, Shop Act license, and amendments in these licenses.
- Liaisoning and dealing with Collector of Stamps and Registration Department for adjudication of stamp duty payment on shares.
- Conducting research on various legal and compliance related matters.

## PERSONAL DETAILS

- **Date of Birth** : 30/05/1999
- **Marital Status** : Single
- **Languages Known:** English, Hindi, Marathi (Spoken, read and write)

## CONTACT DETAILS

- Permanent Address: E-10, 1/4, Gulmohor colony, Cidco N-5, Ch. Sambhaji Nagar (Aurangabad) -431001, Maharashtra, India.
- Present Address : Madiwala, Kormangala Bangalore South.
- Contact No : +91 80871 93764
- Email : joshipushkar081@gmail.com
- LinkedIn : <https://www.linkedin.com/in/pushkar-s-joshi-425903203>

## DECLARATION

All the information provided in this resume is true to the best of my knowledge and belief.

SD/-  
**Pushkar Sunil Joshi.**

**Note: I have 1 month of notice period for my current organization.**