

Pooja Deshpande

Associate Company Secretary

Mumbai, Maharashtra · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

Associate member of ICSI with a completed practical training in a practising company secretary's office, handling ROC filings, board meeting documentation and secretarial audit checklists for private and unlisted public companies. Accurate with statutory registers and MCA V3 forms, and keen to join the secretarial team of a listed company.

SKILLS

MCA V3 filings · Board meeting minutes · Statutory registers · Secretarial audit · Companies Act · FEMA basics · Drafting resolutions · MS Word and Excel

EXPERIENCE

Management Trainee (CS Practical Training) — Practising company secretary firm serving 80 corporate clients, Mumbai

21-month training

- Filed annual returns and financial statements (MGT-7 and AOC-4) for 35 companies before the due dates, avoiding additional fees.
- Drafted notices, agendas and minutes for 60 board and general meetings following the Secretarial Standards issued by ICSI.
- Maintained statutory registers of members, directors and charges for 25 clients and updated them within a week of each change.
- Assisted in secretarial audits of four unlisted public companies by preparing checklists and collecting supporting records.

Executive Training Intern — Unlisted NBFC, Mumbai

3-month internship

- Prepared first-draft RBI returns and board committee minutes under the guidance of the company secretary.
- Organised the charge documents of 18 lending arrangements and matched them with CHG-1 filings on the MCA portal.

EDUCATION

Company Secretary (Professional Programme) — Institute of Company Secretaries of India, Mumbai

All modules cleared

B.Com with LL.B. (Integrated) — State university law college, Mumbai

CERTIFICATIONS AND REGISTRATIONS

- Associate Member, ICSI (ACS)
- ICSI Management Skills Orientation Programme

PROJECTS

- Compliance calendar tracker — built a shared sheet of ROC, RBI and tax due dates that the training firm adopted for all clients

LANGUAGES

English · Hindi · Marathi