

Savia Gomes

Manager

Contact

F-3 Kumar Society, Vakola,
Santacruz (East), Mumbai – 55
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Education

Education	Year	% score
CS, ICSI	February, 2017	52.50
LLB	November, 2017	54
B.Com	2014	83.71
HSC	2011	81.33

Key Skills

Soft Skills

- Active listener
- Empathy
- Teamwork

Technical Skills

- Legal Interpretation
- Drafting
- Compliances

Objective

Seeking an opportunity where I can grow to become a better Company Secretary and apply my skills in the best interest of the organization.

Experience

Sula Vineyards Pvt. Ltd.

Manager - Secretarial

From September 2018 till January 2021

Sula Vineyards Pvt. Ltd. has majority market share of the wine Industry and is engaged in Hospitality business. As Manager-Secretarial and Company Secretary of its Subsidiary Company, Artisan Spirits Pvt. Ltd., I handled the entire secretarial compliances of the group companies as briefly mentioned below:

- Assisted in handling MCA inspection u/s 206 & 207 of Companies Act, 2013
- Prepared Notices, collated Agendas from different departments and drafted Minutes of Audit Committee, Board and General Meetings
- Conducted Quarterly Board Meetings & Audit Committee Meetings
- Drafted Circular resolution for approval of Directors for urgent matters
- Filed various forms with ROC
- Filed FLA Return with RBI
- Filed Form FC-GPR with RBI for sweat equity shares to Non -Resident Director
- Filed Form ODI for equity and loan remittance to Overseas WOS
- Filed Form FC-TRS for transfer of shares from Resident Shareholder to Overseas Body Corporate

Interests

- Cooking
- Shopping
- Eating

Achievements

- Promoted to official Company Secretary of Artisan Spirits Pvt. Ltd. in less than 6 months of joining.
- Recognized several times in the organization by the HOD

- Prepared Annual Reports of Group Companies

Jayshree Dagli & Associates (Secretarial Firm)

Executive

From March 2018 to September 2018

During my tenure I worked on the following assignments:

- Quarterly, Half yearly and yearly Compliances under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015
- Drafted Notice, Agenda and Minutes of Board and General Meetings
- Preparation and filing of Annual Forms and Returns.
- Filed various forms with ROC
- Assisted in Secretarial Audit of Listed Companies

JC & Associates (Secretarial Firm)

Intern for 15 months

During 15 months of internship as CS Intern, I was assigned the following:

- Quarterly, Half Yearly and Yearly Compliances under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- Incorporation of Private Limited Companies and Limited Liability Partnerships (LLPs).
- Closure of Companies under Fast Track Exit Scheme.
- Conversion of Private Limited Companies into LLPs

Declaration

I, SAVIA GOMES, hereby declare that the information contained herein are true and correct to the best of my knowledge and belief.

Sd/-
Savia Gomes