megha.sinha@example.com
+91 95XXX XXX21
Panchkula, Haryana
linkedin.com/in/megha-sinha-example

# Megha Sinha

**Company Secretary and Compliance Officer**

## PERSONAL STATEMENT

Associate member of ICSI with 5 years of experience in Companies Act and SEBI compliance for a listed pharma company and a practising CS firm. Manages board and committee meetings, AGMs, MCA21 filings, SEBI LODR disclosures and insider trading compliance, with a clean record of no penalties or late filings.

## CORE SKILLS

- Corporate governance
- Legal drafting
- Stakeholder coordination
- Deadline management
- Confidentiality

## WORK EXPERIENCE

**Company Secretary and Compliance Officer · Shivalik Pharmachem Ltd, Chandigarh** Mar 2023 – Present

- Handle secretarial compliance for a BSE and NSE listed company and 4 subsidiaries, with zero late filings or penalties in 3 years.
- Organise 24+ board and committee meetings a year, drafting agendas, notes, minutes and resolutions under SS-1 and SS-2.
- Manage SEBI LODR disclosures, shareholding patterns and the insider trading code, including a structured digital database.
- Coordinated a ₹85 crore preferential allotment, including shareholder approval, stock exchange in-principle approval and listing.

**Associate Company Secretary · Tricity Corporate Advisors LLP, Mohali** Jul 2021 – Feb 2023

- Filed 500+ ROC forms on MCA21, including annual returns, charge filings and director changes, for 40 private and public companies.
- Assisted in secretarial audits (MR-3) for 6 companies and drafted observations for partner review.
- Handled incorporations, LLP conversions and strike-off applications for start-up and SME clients.

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## EDUCATION

**CS Professional (ACS) in Company Secretaryship · The Institute of Company Secretaries of India, Chandigarh** 2018 – 2021
**Grade: Qualified**

**LL.B. in Law · Panjab Law and Commerce College, Chandigarh** 2020 – 2023
**Grade: 67%**

**B.Com in Commerce · Government College of Commerce, Chandigarh** 2015 – 2018
**Grade: 75%**

## SKILLS

- Companies Act, 2013
- MCA21 filings
- FEMA compliance basics
- SEBI LODR
- Board and AGM management
- Minutes and resolution drafting
- SEBI PIT (insider trading)
- Secretarial audit

## LANGUAGES

- English · Fluent
- Hindi · Native
- Punjabi · Conversational