

NISHANT TALREJA

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ACADEMIC QUALIFICATIONS

COLLEGE/SCHOOL/INSTITUTION	QUALIFICATION	CGPA/PERCENTAGE				
Swami Vivekanand University, Sagar (SVN) NH 26 Sironja, PO, Bikabhamhori, Madhya Pradesh 470228	L.L.B (2019-2022)	Year	Semester	%age	Semester	%age
		1 st year	1 st sem	65.33%	2 nd sem	66.67%
		2 nd year	3 rd sem	65.50%	4 th sem	68.33%
		3 rd year	5 th sem	62.67%	6 th sem	72.67%
Institute of Company Secretaries of India (ICSI)	Company Secretary	Foundation - AIR 22 Executive – 365/700 Professional - 475/900				
Devi Ahilya Vishvavidyaalay University Indore, Madhya Pradesh	B.com (2016-2019)	62%				
DAV Borl Public School Bamhorikela, Madhya Pradesh - 470124	Higher Secondary (XIIth)	86%				
Nirmal Jyoti Convent School Bina, Madhya Pradesh - 470113	Senior Secondary (Xth)	6.8 CGPA				

INTERNSHIPS

INSTITUTION	DESCRIPTION
AGR Corporate Consultants LLP - Hyderabad August – September 2020 (2 months)	Corporate law, M&A, Foreign investment (FEMA, FDI), commercial laws, Legal Due Diligence, HR due Diligence, Research Work on Labour codes, Corporate laws among others.
Senior Advocate - Sunil Khatri Jabalpur (M.P.) Jan-Feb 2020 (2 months)	General Corporate, M&A, IBC, SARFAESI, Real estate, Anti-trust laws, among others.
Advocate Anand Kumar Sharma Jabalpur (M.P.) May-July 2020 (3 months)	<ul style="list-style-type: none">➤ Bail cases – interim bail, regular bail➤ Bail under NDPS Act➤ Corporate Guarantee-bank loan, enforcement of security interest against guarantor under SARFAESI ACT➤ Director's default under companies act➤ Quashing of FIR u/s 486 on the basis of settlement – FIR registered u/s 420, 468 IPC➤ Accused declared proclaimed offender – quashing of FIR registered u/s 174A etc.
Karan Nenwani & Associates Indore (M.P.) Company Secretary Trainee January 2021 - February 2023 (21 months)	Worked in the Governance, Secretarial and compliance department of the organization: A. <u>Secretarial</u> <ul style="list-style-type: none">➤ Ensured quarterly as well as yearly compliances of listed companies on the BSE.➤ Monitoring & ensuring compliances under Companies Act, 2013 and rules framed there under, SEBI Regulations and other business and corporate laws applicable to the companies.➤ Managing routine secretarial work relating to maintenance and updation of statutory registers, physical and electronic secretarial records, drafting of opinions, advising the management on corporate governance matters, Board

	<p>management, Changes in Management, Changes in Auditors, Amendments in charter documents of the Companies pursuant to change in objects/names etc.</p> <ul style="list-style-type: none"> ➤ Handling multiple assignments relating to charge creation/modification/satisfaction, issue and allotment of securities, Shifting of Registered Office inter/intra state, etc. ➤ Convening and conducting of Board Meetings, Annual General Meetings, Extra-ordinary General Meetings and Committee Meetings of the Board and ensuring compliances thereunder (Pre and Post) and Drafting & preparation of Annual Reports, Notices, Agendas, Minutes, Circular Resolutions, Shorter Notice consents, etc. for the same. ➤ Handling of assignments relating to Incorporation, Strike off, annual filings, changes in management and control of LLP. ➤ Preparation of Search Report etc. ➤ Managing income tax compliances under the Income Tax Act, 1961 for individuals. ➤ Managing end-to-end compliances under Goods and Services Tax Act pertaining to Registration, Filing of Returns, Amendments to the core and non-core fields, Surrender of the registration etc. ➤ Managing all round compliances of small businesses, Incorporation of companies and designing of corporate structures, FSSAI Registration and Licensing, IEC, GEM Registration, MSME Registration etc. ➤ Drafting and vetting of business, commercial, legal and transaction agreements. ➤ Liaisoning with various government departments, companies, officials, regulators etc. and ensuring co-ordination for smooth functioning of operations. <p>B. <u>FEMA</u></p> <ul style="list-style-type: none"> ➤ Transfer of shares from resident to non-resident (FC-TRS) ➤ Allotment of shares to non-residents (FCGPR) ➤ FLA Returns <p>C. <u>IPR</u></p> <ul style="list-style-type: none"> ➤ TM search, Journal search ➤ Drafted Trademark Application (TM-A), specifications ➤ Drafted ER replies, opposition, counter statements ➤ Drafted Assignment Deed ➤ Addressing the Examination Reports and other queries etc.
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JOB EXPERIENCE

SPSA & CO. - Delhi Present Designation: Assistant Manager –Compliance	<ul style="list-style-type: none"> ➤ Drafted Replies to Notices of RERA, Income Tax authority. ➤ Drafted Replies to Notices of Demand, Appeal under GST. ➤ Drafted Statement of facts & grounds of appeal for Appeal to ITAT. ➤ Prepared Project Report & CMA Report. ➤ Assisted GST Dept in conducting Special Audit of Client. ➤ Drafted Partnership Deed, Deed of Retirement & Deed of Dissolution of Partnership. ➤ Registration of Partnership under Partnership Act 1932 ➤ Conducted Stock Audit of Private Company (construction-industry) on behalf of bank . ➤ Handling Assignment of Internal Audit of Co-operative Society ➤ Working on Tax Audit, Statutory Audit.
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OTHER ACHIEVEMENTS AND PARTICIPATIONS

- Completed **Mergers & acquisitions** virtual experience programme of **Lathams & Watkins LLP**
- Participant – Insolvency and Bankruptcy quiz conducted by IBBI and my gov.
- Participant – 3rd Jus National Essay Writing Competition 2020 conducted by jus imperator.
- Participant – as a volunteer in the mass awareness campaign against cancer/aids
- Merit Certificate – Insolvency and Bankruptcy quiz conducted by IBBI and my gov.
- Felicitated by Shri Parshuram Yuva Mandal Braahman Samaj , Bina for securing 86 % in 12th Standard.
- Participated in Problem Solving Assessment conducted by CBSE, Delhi held in November, 2014
- Participant – Inter School Open Chess Championship organised by Royal Chess Academy,Bina (M.P.)
- Secured 2nd position in Volleyball Competition organised by abyudaya sports academy, Bina (M.P.)

COMPUTER PROFICIENCY

- MS Office with Advanced MS Word, MS PowerPoint, MS Excel
- Fluid with legal research on SCC Online, Manupatra
- XBRL software

SOFT SKILLS

- Leadership skills, Decision making ability
- Quick & Avid Learner
- A Diligent & zealous Team worker
- Eloquent orator

INTERESTS AND HOBBIES

- Travelling and Exploring Places
- Listening to various genres of music
- A fervent sports fan