

Amit Sharma (IP)
B.Com(Hons),FCS,ACMA,LL.B,PGDBM

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Professional Summary

Highly accomplished, result driven corporate professional with more than 15 years of progressive experience in Secretarial, Legal and Finance. Keen planner, strategist & implementer with proficiency in problem solving & organizational abilities. Possess solid leadership, communication and interpersonal skills to establish rapport with all the levels of staff and management.

Core Qualifications

- ❖ Fellow member of Institute of Company Secretaries of India (FCS)
- ❖ Associate member of Institute of Cost Accountants of India (ACMA)
- ❖ Law Graduate from Meerut University
- ❖ PGDBM (Finance) from Symbiosis, Pune
- ❖ B.Com (Hons) from Delhi University
- ❖ Two Years Computer Software Application Diploma from Uptron-ACL
- ❖ Insolvency Professional registered with IBBI.

Core Competence

- Company Law
 - Financial Analysis & Reporting
 - Operation Management
 - Securities Laws
 - Management Accounting
 - Banking & Fund Management
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- ❖ Headed Secretarial, legal and Finance Functions of a listed Company having turnover of more than Rs 800.00 crores; to conduct Board Meetings, AGM through physical voting, e-voting as well as postal ballot, handling of preferential issue, due diligence, banker's meetings, filing of various forms with ROC, creation, satisfaction and modification of charge etc .
 - ❖ Thoroughly versed to comply with periodical statutory and regulatory compliances under Company Law, Listing Agreement, Takeover Code, Insider Trading Regulations, ICDR guidelines, income tax laws, Central Excise Act and other relevant acts.
 - ❖ Spearheaded Planning, Formulation and implementation of various policies and overall risk management process.
 - ❖ Played a key role in arranging finances under consortium from Banks, Term Loans, Factoring limits and supply line finance arrangements from banks/Financial Institutions.
 - ❖ Responsible for finalisation of Balance Sheet, Tax Audit, statutory audit, Cost audit, due diligence, stock audit, technical audit and internal audit, finalisation of Income Tax Returns of the Company and maintenance of statutory records.
 - ❖ Preparation of budgets & financial forecasts, cash & funds flow management and analysis of variance.
 - ❖ Finalisation and vetting of writ petitions, Special Leave Petitions, Rejoinders, Affidavits, Deeds, agreements pertaining to formation of joint venture, share subscription agreement, international supply agreements, documentations related to financing arrangements etc.
 - ❖ Coordination with external lawyers for various legal matters and appeared before Hon'ble Supreme Court, High Court, Trade mark registrar, DGFT and various other government authorities on behalf of the Company.

- ❖ Handled listing of Company's Shares at BSE & NSE, execution of tripartite agreement with NSDL and CDSL, Split of Shares, Consolidation of equity shares, preferential issue of equity shares of the Company, declaration and payment of dividend of a listed Company.
- ❖ Handled Implementation of Green Field Project, import of material & Capital Items, issuance of EPCG License and Advance licenses from DGFT.

Professional Experience

Insolvency Professional

(June, 2017 – till date)

I have been registered as Insolvency Professional with IBBI through ICSI Institute of Insolvency Professionals having registration no.: **IBBI/IPA-002/IP-N00172/2017-18/10442**. I have worked as IRP and RP in a matter involving a limited company.

Following are the assignments handled under IBC, 2016:

- a) Acted as IRP, RP of Tirupati Ceramics Limited. Presently, acting as Liquidator in the same matter.
- b) Acted as IRP of Talwar Agencies Pvt Ltd (a trading company for melamine crockery).
- c) Acting as advocate and professional appointed by RP in Delhi Control Device Pvt Ltd.

OTHER CREDENTIAL

- ❖ Scholarship award from Delhi Administration in 1987.
- ❖ District level Science Fair Certificate in 1991 & 1993.
- ❖ State level Science Fair Certificate in 1991 & 1993.
- ❖ NCSTC certificate for District & State level in 1993.
- ❖ National Talent Science Search Examination, 1994.

PERSONAL DOSSIER

Date of Birth:	19 th June, 1977
Father's Name	Shri K R Sharma
Address:	S-50, Pandav Nagar, Delhi-110092, India
Marital Status	Married

