

Vinamrata Agrawal

Company Secretary

To pursue a dynamic career and achieve the highest degree of proficiency in the field undertaken with my knowledge and abilities, wishing to make a positive contribution to the organization.



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A 303, Ganges Residency, 36 Tollygunj Circular Road, Kolkata, India

06 March, 1987

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WORK EXPERIENCE

Company Secretary Rankini Power Generation Private Limited

12/2021 - Present Kolkata

Achievements/Tasks

- Preparation of Notice, Agenda, Resolutions and Minutes of Board Meetings and General Meeting. Preparation of Directors' Report along with the Annexures. Organizing and conducting Board Meetings and General Meetings.
- Preparation and Filing of E-Forms with MCA.
- Handling Share related matters and Grievances of shareholders

Company Secretary Merino Industries Limited

05/2018 - 12/2021 Kolkata

Achievements/Tasks

- Adherence to all legal compliance for Merino Industries and other group companies as per timelines.
- Preparation of Notices, Agendas, Resolutions and Minutes of Board and Committee Meetings and General Meetings of all its Companies. Preparation of Directors' Report along with the Annexures of all the Companies.
- Organizing and conducting Board, Committee Meetings and General Meetings.
- Preparation and filing of E-forms including Annual Filings with MCA.
- Maintenance of all Statutory Registers of all the Companies.
- Looking after work related to Trademark / Ensuring protection of trademarks of the Company.
- Liaisoning with Secretarial Auditor for Secretarial Audit and Preparation of various Bank Related Documents.
- Actively involved in NCLT process relating to merger/composite scheme of arrangement between the group companies of Merino.
- Coordinating with the Registrar and Share Transfer Agent (RTA) for day to day based relevant affairs and handling Share related matters and Grievances of shareholders.

ACHIEVEMENTS

Senior Diploma in Painting

Black Belt in Karate

Discipline Coordinator in School

SKILLS

MS Office Networking Time Management

Focused Team Management

EDUCATION

MBA Symbiosis Centre for Distance Learning

2008 - 2012 Pune

Company Secretary Institute of Company Secretaries Of India

06/2005 - 12/2008 Kolkata

B. Com (Hons) J.D. Birla Institute

2005 - 2008 Kolkata

ORGANIZATIONS

Khetan Financial Services Private limited
(11/2017 - 03/2018)

Company Secretary

Peerless financial Services Private limited
(03/2014 - 06/2016)

Company Secretary

Anju vimal (06/2013 - 03/2014)

Company Secretary

Surana Telecom And Power limited
(03/2012 - 06/2013)

Company Secretary

Anju Vimal (08/2010 - 03/2011)

CS Intern

TM International Logistics Limited (04/2009 - 03/2010)

CS Intern

LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ● ●

INTERESTS

Music Cooking Travelling Art