

ANVI MEHTA

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Professional Summary

Currently pursuing Masters in International Management from Trinity College Dublin. A qualified Bachelor in Commerce (BCOM), Bachelor in Literally Legum Baccalaureus (Bachelor in Legal Studies) and a Company Secretary from India (Equivalent to ICSA: The Governance Institute). Two years of experience in the field Legal, Secretarial and Compliance department. The skills inherited during my work are Teamwork, Self-Motivation, Fluent Communicator, Time Management and Negotiation and Persuading skills. Enjoy work in a team or individual environment. Career objective is to work in a challenging and fast paced environment, leveraging my current knowledge and fostering creativity, with many learning opportunities

Educations and Qualifications

Trinity College Dublin

Sep 2016-June 2017

- MSc. In International Management
Modules: Supply Chain Management, Tax, Enterprise Risk Management, Brand Management, Project Management, International Finance

Dissertation Title: Insolvency Laws applicable to a Company in UK

G.J Advani Law College, (Mumbai University)

2013-2016

- Bachelor in Bachelor in Legal Studies
Modules: Contract Law, Arbitration & Conciliation Law, Criminal & Civil Procedure code, Indian Penal Code, Medicinal Law

The Institute of Company Secretaries of India (ICSI)

2010-2016

- IT Is Equivalent To ICSA: The Governance Institution of Ireland

Jai Hind College (Mumbai University)

2010-2013

- Bachelor in Commerce (B com)
Modules: Accounting, Economies, Law, Tax

Nagindas Khandwala College (Mumbai University)

2008-2010

- Higher Secondary School (HSC)
- Modules: Accounting and Maths

Professional Experience

Company: Macdonald's (Dundrum Shopping Centre)

Date: 14th Oct 2016 – till present

- Work as Cashier and looked over the management of the company

Company: Naik Naik Company and Advocates | www.naiknaik.com

Date: 8th Dec' 2015- 30th Jan 2016

Position: Paralegal

Legal Experience

- Prepared and Maintained Minutes of meetings, Briefs and Time Sheet attended by the founder
- Attended litigation Matters and maintaining the Minutes of the same
- Prepared various contracts like LLP Agreement, Media Contract, Shareholders Agreement, vetting them and filing of various forms on MCA site
- Maintained the list of the clients and dedicating the same to the associates
- Monitored the Founders email and drafting emails on behalf of founder
- Maintained different files and coordinating the same with the Accounts department for billing the clients
- Dealt with NSEL, SEBI matters and other important matters

Company: ASKY Parcels Private Limited (MYPACCO) | www.mypacco.com

Date: 3rd Mar 2015- 30th Nov 2015

Position: Legal- Executive

Legal Experience

- Prepared portals policies related to Ecommerce Company includes FAQ's, Privacy Policy, Cancellation and Refund Policies, Terms and conditions and Packaging guidelines
- Prepared Legal drafts which includes Customer agreement, Master LSP Agreement, Logo- Use, Registration Form, Service Agreement, Leave and License Agreement, Declaration forms
- Conducted meetings with different clients and negotiating terms and conditions of the agreements
- Prepared Non- disclosure agreements (NDA) and Concessional Agreements

Secretarial Experience

- Held Private Placement which includes Issue of Offer Letter, filing of forms PAS-3, GNL-2, MGT-14, Right Issue
- Prepared and passed necessary resolutions i.e. Board, Special resolutions, Board Resolutions
- Conducted Board Meeting, Annual General Meeting and Extra- ordinary general meeting
- Prepared Director's report, Corporate Governance Report, Minutes of the Meetings
- Incorporated a Private Company and Preparing MOA and AOA
- Conducted Secretarial audit of the company (Internally)
- Conducted Winding up of company

Accountancy Experience

- Prepared Financial Reports of the company and carried out Internal Audit
- Prepared Vouchers and maintained ledgers of the company
- Calculated tax to be paid by the company and well versed with IT forms to be filed to government.
- Prepared profit statement Analysis and Cash Flow Statement.

Company: Prime Focus Limited | www.primefocus.com

Date: 22nd Aug'2013-30th Nov'2014

Position: Interning in Legal and CS

(CS: its Equivalent to ICSA: The governance Institution of Ireland)

Legal Experience

- Inspected compliance of the company related to Labour Laws are: Payment of Gratuity Act, Payment of Bonus Act, Contract of Labour Act, Child Labour Act, Employment Exchange Act,

Employment Provident Fund & Miscellaneous Provision Act, Employee State Insurance, Maternity Benefit and Minimum Wages Act

- Drafted Commercial Media Contracts Like: Media Library Agreement, Leave and License Agreement, Lease deed, Dubbing Agreement, Non-disclosure Agreement, Business Transfer Agreements (BTA)
- Dealt with Cheque bounce cases which are section 138 of Negotiable Instrument Act

Secretarial Experience

- Prepared and passed necessary Board resolutions in the company.
- Conducted Postal Ballot Process and amended Articles of Association (AOA)
- Conducted various Board Meetings, Annual General Meetings and Extra- Ordinary General Meeting and adopted Whistle Blower Policy and Corporate Social Responsibility.

Extra-Curricular and Voluntary Activities

- Won 1st price in Fashion Show of College and have participated in Annual days held in College
- Carried out volunteering in various events at Trinity College

Additional Skills

- Basic knowledge related to MS Word, Office and Power Point Presentations

Hobbies and Interest

Cooking, Listening to Music, Dancing, playing Badminton and Volley Ball

Reference are available upon request