



Yuvaraj Saravanan

Associate Company Secretary | Compliance Officer | KMP | Academician |
|Trainer for CS/CA/CMA|

Mobile – 9524729594 / 9080680197

E-Mail id – csyuvarajs@gmail.com

Secretarial Experience:

- Drafting of Detailed Agenda, Notices, attendance sheets, and Resolutions of Board Meetings,
Committee Meetings and General Meetings and maintaining Statutory Registers specified under the Companies Act, 2013.
- Drafting of Minutes of Board Meetings, Committee Meetings and General Meetings as required under Secretarial Standards and Companies Act, 2013.
- Assisting in work related to transfer/transmission of shares, issue of duplicate share certificate, splitting up of shares certificate.
- Preparing of Annual Report and Annual Filing of various companies.
- Preparing and Filing of various E-forms for various purposes as required under the Companies Act, 2013.
- Handled Right issue, Preferential Allotment, Private placement, Conversion of un-secured loan into equity share capital as per the provisions of Companies Act, 2013.
- Appointment & Resignation of Statutory Auditor, Company Secretary, Managing Director,
- Independent Director, Nominee Director etc and multiple changes therein.
- Obtaining DIN for prospective Directors and updation thereof from time to time.
- Incorporation & Commencement of various Companies in terms of the provisions of Companies Act, 2013.
- Constitution and Reconstitution of LLP.
- Assisted in Secretarial Audit.
- Assisted and prepared Due Diligence report, Search report.
- Preparation and filing of XBRL as required under Companies Act, 2013.

- Charge Management (Creation, Modification and satisfaction of charges)
- Arranging and execution of MODTD (Memorandum of Deposit of Tittle Deeds)
- Filing of various announcement, reports with stock exchanges as required by Listed company as per the provisions of SEBI, Listing Obligations and Disclosure Requirements Regulations, 2015 - (SEBI LODR, Regulations, 2015).
- Assisted in conducting Board meeting, Committee meetings, General Meetings as required under the Companies Act, 2013.

Educational Qualifications:

Qualification	School/College	Year of Passing	University	Mark in %
ACS	Institute of Company Secretaries of India	Dec-2020	Institute of Company Secretaries of India	Qualified Company Secretary
M.Phil	Dr.N.G.P. Arts and Science College, Coimbatore	2015	Bharathiar University	60%
M.Com (CS)	Sengunthar Arts & Science College, Tiruchengode	2012	Periyar University	80%
B.Com (CA)	Sengunthar Arts & Science College, Tiruchengode	2010	Periyar University	73%
HSC	Govt. Boys Hr.Sec.School, Idappadi.	2007	State Board	82.75%
S.S.L.C	Govt. Boys Hr.Sec.School, Idappadi	2005	State Board	60%

Employment Experience:

- Currently employed as Company Secretary (KMP) and Compliance Officer at M/s Hannah Joseph Hospital Limited at Madurai (from October – 2022 to till date).

- Working as Company Secretary & Compliance Officer, handling of Corporate Actions such as Issue and Allotment of Equity shares under Private Placement, Preferential Offer, Bonus Issue, Co-ordinating with (RTA, CDSL, NSDL), ROC filings & Company law Compliance. Handling of SME IPO and Listing.
- Assistant Company secretary at Salona Cotspin Limited, Coimbatore for the Period from July, 2022 to September 2022.
 - Worked as an Assistant to Company Secretary for a NSE Listed Company including the Secretarial Compliance, Stock Exchange Compliance, Company Law Compliance. Filing of various announcements, intimations with stock exchange as per SEBI LODR Regulations 2015, MCA filings.
- One year experience as Practising Company Secretary, associated with SPP & Co, Chartered Accountants, Coimbatore and handled secretarial work for more than 100 companies with the team.
 - Handled and assisted in Incorporation of various Companies & LLP, Strike-off of companies, ROC Annual filings of companies (AOC-4, AOC-4 (CFS), MGT-7/7A), XBRL filing, MGT-8, Annual filing of LLP (Form 11 & Form 8).
 - All event based compliance & filing such as (DIR-12, ADT-1, MGT-14, CHG-1, CHG-4, MR-1, SH-7), DSC, Applying for DIN and other MCA filings.
 - Preparation of Agenda, Minutes of Board Meetings & General Meetings, Drafting and vetting of MOA, AOA, LLP agreements & Resolutions as required under Companies Act, 2013.
- Nine years' experience as Assistant Professor in Department of Corporate Secretaryship at Dr.N.G.P. Arts and Science College, Coimbatore.
- Training the students for various professional courses(ACS/CA/CMA/ACCA/US-CMA) - Foundation, Intermediate & Final level - (Part time) from 2015 to till date.
- Faculty - Institute of Company Secretaries of India (ICSI) Madurai Chapter (from January 2023 to till date.)

Academic Achievement:

Secured University **I Rank (Gold Medal)** in M.Com CS

Resource Person in National / International Conferences:

- Served as Resource person for an International Conference on “**Digital Transformation and Sustainable ESG (ICDTSESG- 2024)** (Sponsored Under RUSA 2.0 Phase II Scheme) Organized by Department of Corporate Secretaryship, Alagappa University, Karaikudi on 21st & 22nd March 2024.

Resource Person in seminar /Guest Lectures:

- Acted as resource person for a Guest Lecture on the topic “Entrepreneurial Ethics and Social Responsibility” organized by Department of Commerce & PG Department of Commerce (Corporate Secretaryship), Sengunthar Arts and Science College, Tiruchengode on 24.09.2024.
- Acted as resource person for a Guest Lecture on the topic “Exploring career in Company Secretaryship - Insights and opportunities” organized by Rathinam college of Arts and Science Coimbatore on 19.09.2024.
- Acted as resource person for an Orientation Programme for M.B.A. 1st year Corporate Secretaryship students on the topic “Company Secretary – A Preferred Professional” Organized by Department of Corporate Secretaryship, Alagappa University, Karaikudi on 06.08.2024
- Acted as resource person for a Guest Lecture on the topic “Companies Act, 2013 and Practical aspects of CSR” organized by Department of Commerce with Information Technology and Corporate Secretaryship at Sri Krishna Adithya College of Arts and Science, Coimbatore on 18.06.2024.
- Acted as resource person for an Industrial Expert Talk on “Indian Contract Act, 1872” organized by Department of Commerce with Information Technology at Sri Krishna Adithya College of Arts and Science, Coimbatore on 22.02.2024.
- Guest Speaker for a Guest lecture on “Company Secretary CS Profession – Your Road toSuccess” organized by Department of Corporate Secretaryship at PSG College of Arts and Science Coimbatore on 17.05.2022.
- Guest Speaker for a Guest lecture on “Company Law and Company Secretaries Legislation –An Overview” organized by Department of Corporate Secretaryship at Hindustan College of Arts and Science Coimbatore on 04.05.2022

- Guest Speaker for a Seminar on “Companies Act 2013 – An overview and Recent Amendments” Organized by Department of Commerce at United Arts and Science College, Coimbatore on 23.03.2022.
- Guest Speaker on Topic “Become an Elite Corporate Secretary” organized by SriRamakrishna Arts and Science College, Coimbatore on 29.09.2021.

Member in Board of Studies:

- Board of Studies Member as Industry expert in M.Com.(Corporate Secretaryship) in Sengunthar Arts & Science College (Autonomous) Tiruchengodu for the period of three years from 2024-25 to 2026-27
- Board of Studies Member as Industry expert in Corporate Secretaryship (PG) in PSG College of Arts and Science (Autonomous) Coimbatore for the period of three years (i.e. for the academic years 2022-23, 2023-24, 2024-25).
- Acted as Expert Committee Member for syllabus formation in department of Corporate Secretaryship in Hindusthan College of Arts and Science, Coimbatore.

List of National Institute of Securities Market (NISM) Certificate Courses completed:

- Financial Literacy Course for Bharat
- Online Dispute Resolution (ODR) Mechanism
- Listing on Social Stock Exchange (SSE)
- Investor Education - Basic

Extra -Curricular Activities

Journal Publications:

- Published a paper on “Exploitation of consumers” in Paripex – Indian Journal of Research on February, 2013 ISSN -2250-1991 with impact factor: 0.3208
- Published a paper on “Corporate Social Responsibility in Indian Perspective” in Indian Journal of Applied Research on March, 2013 ISSN -2249-555X with impact factor 0.8215.

Paper Presentations in National and International Conferences:

- Presented a paper on Business Success and Customer relation in the National Conference on “Changing Scenario of Corporate Management” organized by J.K.K. Nattraja College of Arts and Science held on 31st August, 2012

- Presented a paper on Corporate Social Responsibility in Indian Perspective in the International Conference on “Corporate Social Responsibility – The Indian Perspective” organized by Vellalar College for Women (Autonomous) held on 18th September, 2012.
- Presented a paper on Higher Education Institution – New Challenges Roles in the National level Conference on “Continuous Enhancement of Quality in Higher Educational Institutions” organized by Park’s College (Autonomous) held on 30-09-2013 and 01-10-2013.
- Presented a paper on Consumerism and its Effect on Globalization in the National Conference on “Consumer Protection” organized by Kaamadhenu Arts and Science College held on 14th February 2014.
- Presented a paper on Foreign Direct Investment in the one day National Level Seminar on “Role of FDI in Retail sector – Issues & Challenges” organized by Dr.SNS Rajalakshmi College of Arts and Science (Autonomous) held on 21st February 2014.
- Presented a paper on HR Accounting in the one day Conference on “Redefining HR Strategies – Emerging Perspectives” organized by Dr.N.G.P. Arts and Science College held on 17th September, 2014.
- Presented a paper on Rural Banking Strategies in India in the one day National seminar on “Problems and Prospects of Rural Banking and its Impact on Empowerment of Rural Households” organized by Dr.N.G.P. Arts and Science College held on 18th December, 2014.
- Participated in National Conference on Emerging Education Models for 21st Century Learner (NCEEM-2015) Conducted at Dr.N.G.P. Arts and Science College on 1st August 2015.
- Participated in the One day National Symposium on “Corporate Management” Organised by Department of Corporate Secretaryship on 11th February 2017.
- Acted as the Organising member in An ICSSR Sponsored One day National Level Seminar on “Remonetising India – Problems and Prospects” organised by Department of Corporate Secretaryship, Dr.N.G.P. Arts and Science College, held on 20.9.2017.

- Presented a paper on Supply Chain Management on “Innovation & Entrepreneurship in Logistic Management” held on 14th August 2019, at Navarasam Arts and Science College for Women, Erode.
- Presented a paper on GST in India in the International Conference on “Finance & Banking (FIBA-2018)” held on 1st February 2018, at Sengunthar Arts and Science College, Tiruchengode.

Participation in Faculty Development Programme:

- Participated in the Faculty Development Programme on “GST Rollout – An Academic Perspective” on 30th June 2017 conducted by SRI Ramakrishna College of Arts and Science for Women and The Auditor’s Association of Southern India, Coimbatore.
- Participated in the Seven days Faculty Development Programme on “Quality Measures in Higher Education” during December 3-9, 2018 conducted by SDr.N.G.P. Arts and Science College, Coimbatore.
- Participated in the Seven days Faculty Development Programme on “NAAC Revised Accreditation Framework and OBE Assessment Methodology” during May 27- June 02, 2019 conducted by Dr.N.G.P. Arts and Science College, Coimbatore.

Workshop and Symposium Attended:

- Participated in 7 days Student Induction Programme (SIP) organized by Salem Chapter of ICSI
- Participated in one day workshop on “Right to Information Act” organized by Kongu Arts and Science College, held on 29th February 2012.
- Participated in One day International Symposium on “Corporate Governance for Sustenance, Prosperity and Posterity” organized by Post Graduate Department of Corporate Secretaryship, Vellalar College for Women (Autonomous), on 23rd September, 2014.
- Participated in One-day workshop on Academic Competency Organized by Department of Corporate secretaryship, Erode Arts and Science College on 22nd March 2016.

- Participated in National Level Symposium on “New Educational Policy and Role of Corporate Governance in Wealth Creation” organized by Post Graduate Department of Corporate Secretaryship, Vellalar College for Women (Autonomous), on 23rd September, 2014.

Participation in Competitions:

- Participated in **Product launch competition** conducted by SSM college of Arts and Science.
- Participated in **ORATION** competition organized by Sengunthar Arts and Science College, held on 09.03.2012 and won 3rd Prize.

Participation in Science Camp:

- Participated as Delegate in the DST INSPIRE Internship Science Camp held during 18th – 22nd November 2013 at Dr.N.G.P. Arts and Science College.
- Participated as Delegate in the DST INSPIRE Internship Science Camp held during 21st – 25th July 2014 at Dr.N.G.P. Arts and Science College.

Short term course Completion

- Participated and Completed the UGC- Sponsored Short term course on Research Methodology conducted by UGC- HDR Centre, Bharathiar University held from 18.01.2018 to 24.01.2018 and obtained ‘A’ Grade.

List of Online Certificate Courses Completed

- Goodwill – An Introduction
- Cryptocurrency
- Fundamentals of Banking
- Management Accounting
- Social Media Marketing
- Fundamentals of R – Programming
- Financial Statement Analysis – Solvency & Profitability Ratio
- Financial Statement Analysis – Activity Ratio
- Accounting on Depreciation
- Marginal Costing

- GST Registration
- GST for Beginners – Basic Understanding of GST
- Introduction to Cyber Law
- Income tax for Beginners – House Property Income
- Income tax for Beginners – Income from Capital Gain
- Methods of Wage Payment

Other Academic & administrative duties taken while serving as Assistant Professor:

- Acted as Class Advisor for UG and PG
- Served as exam cell member in college
- Department Professional course - Co-ordinator
- Served as member in Curriculum Development cell
- Certificate course in-charge (Certificate course on GST)
- Co-ordinator of Citizen Consumer Club
- Trainer for ACS Aspirants.

Awards and Achievements:

- Best Teacher Award for the Academic year 2019-20 by Dr.N.G.P. Arts and Science College, Coimbatore.
- Best Mentor Award for the Academic year 2019-20 by Dr.N.G.P. Arts and Science College, Coimbatore.
- Best Mentor Award for the Academic year 2020-21 by Dr.N.G.P. Arts and Science College, Coimbatore.

CS.Yuvaraj
Company Secretary