

DILKUSH JAMIL

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PROFESSIONAL SNAPSHOT

- A Qualified Company Secretary from the Institute of Company Secretaries of India (ICSI).
- Worked in RATNABALI GROUP as Deputy Company Secretary (October 2018 – October 2019).
- Worked in RATNABALI GROUP as Assistant Company Secretary (April 2018 – September 2018).
- Worked in BMW INDUSTRIES LIMITED as Assistant Company Secretary (April 2017 – March 2018).
- Completed Management Training from MAGMA FINCORP LIMITED [(April 2015 – July 2016) and further worked in the aforesaid Company till October 2016].

PROFESSIONAL QUALIFICATION

Course	Institute	Year
Company Secretary	The Institute of Company Secretaries of India	2014

ACADEMIC QUALIFICATION

Examination	School / University	Year	Percentage of marks
M.Com	The Annamalai University	2014	77%
B.Com (Hons.)	Calcutta University	2012	63%
Class XII	The Assembly of God Church School (ISC)	2009	83.25%
Class X	The Assembly of God Church School (ICSE)	2007	80%

KEY PROFESSIONAL ASSIGNMENTS

- Performing Company's overall Secretarial tasks and compliances.
- Proficient in drafting Notices, Agendas, Minutes and related papers for the Board Meeting(s), Committee Meeting(s) and Annual General Meeting(s).
- Proficient in drafting Board Resolution(s) and Shareholders' Resolution(s).
- Proficient in drafting Power of Attorney(s), Memorandum of Understanding (MOU), Engagement Letter(s) and various Agreement(s).
- Conducted Board Meeting(s), Committee Meeting(s) and Annual General Meeting(s).
- Annual Filing of the Company, Subsidiary Companies and all the Group Companies.
- Responsible for the day to day administrative role which includes sending and answering emails, letters and phone calls.
- Document typing, proofing, amending (including track changes) and formatting documents as required.
- Mail Merge, Vlookup formulas, Pivot Tables.
- Managed various compliances relating to the appointment and removal of Directors of the Company.
- Managed Listing of Equity Shares of the Company at the Stock Exchanges.
- Managed work relating to Sub-Division of Shares of a Listed Company.
- Managed Compliances relating to Rights Issue of Equity Shares of the Company.
- Managed work relating to transfer of dividend / shares to Investor Education and Protection Fund Authority

- Managed various Stock Exchange Compliances.
- Managed various RBI Compliances w.r.t. Non-Banking Financial Companies.
- Managed work relating to transfer / split of shares of the Companies.
- Managed work relating to shifting of registered office of the Companies.
- Maintenance of statutory books including registers of members, directors and shareholders.
- Maintenance of minutes, files, correspondence and reports.
- Liasoning with the various Stakeholders.
- Proficient in Microsoft Office.

ACHIEVEMENTS

- Winner of **“Employee of the month”** for the month of September, 2019 in Ratnabali Group.
- Winner of **“Best Presenter”** for Project Report Presentation at the 114th Management Skills Orientation Programme (MSOP) organized by The Institute of Company Secretaries of India.
- Winner of **“2nd Best Participant”** at the 114th Management Skills Orientation Programme (MSOP) organized by The Institute of Company Secretaries of India.
- Winner of **“Best Group”** for Project Report Presentation at the 114th Management Skills Orientation Programme (MSOP) organized by The Institute of Company Secretaries of India.
- Acquired the title of **“Prefect of School”** in Class 12.
- Felicitated for securing **“One Pointer in Accounts”** in class 12 Board (ISC) for the academic year 2008-09.
- Felicitated for securing **“One Pointer in Commerce and Environmental Educations”** in the class 10 Board (ICSE) for the academic year 2006-07.
- Winner of various **‘Merit Certificates’** for good conduct at school.

IT PROFICIENCY

- Operating System : Windows
- Software : Proficient in MS-Word, MS-Excel, MS-Power Point and MS-Outlook

VOLUNTARY ACTIVITIES

- Conducted and volunteered in various activities for several Orphanages and Old Age Homes.
- Volunteered in Blood Donation Camps.
- Voluntarily taught privileged school children.
- Providing tuition to students

PERSONAL DETAILS

- Father's Name : Md. Jamil
- Date of Birth : 12 June, 1991
- Nationality : Indian
- Gender : Female
- Visa Status : Spouse Visa
- Marital Status : Married
- Husband Visa Status : Resident in UAE
- Languages known : English, Hindi and Bengali
- Interests : Travelling, Interacting with people and Learning new things