

CURRICULAM-VITAE

MISS. SARITA

HOUSE NO. 108, BLOCK NO. 23,

TRILOK PURI, DELHI – 110091

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CAREER OBJECTIVE

To become an excellent professional with sincerity, hard work and valuable, learning in my working environment and to rise in the organization while performing challenging and qualitative jobs.

EDUCATIONAL QUALIFICATION

- 10th passed from C.B.S.E Board
- 12th passed from C.B.S.E Board
- B.A (Prog.) from Delhi University
- Diploma in MBA (HRM) from IGNOU
- 50 W.P.M. computer typing speed in English
- **SOFTWARES:-** MS Word, MS Office, MS Excel & Tally
- **Pursuing LLB from Global Law College, Ghaziabad**

JOB RESPONSIBILITIES AT PRESENT

- Preparation of petitions and applications to be presented to the NCLTs and NCLAT for the initiation of CIRP Process under Section 7 and 9 under IBC Code, 2016 also drafted application for the initiation of liquidation process under Section 33(2) of IBC Code, 2016.
- Follow ups for the compliance i.e. IT & GST etc.;
- Scheduling meeting and appointments;
- Good Knowledge in court filing i.e. District Court, NCLT, NCLAT & High Court etc.;
- Organizing and managing files;
- Supporting with the staff in the organizational tasks;
- Timely submission of IBBI & IPA Compliances;
- Drafting notice for meetings of COC and Preparation of minutes for circulation;
- Worked on Liquidation Process and drafting quarterly progress report;
- Preparation Information Memorandum & Process Memorandum;

JOB EXPERIENCE

- Four Year experience at Noida Sector-62 as an Office Assistant of an Insolvency Professional at **M/s Sachan Law Analyst LLP. (From June, 2018 to July, 2022).**

STRENGTH

- Hard Worker & Punctual
- Positive Attitude and Honest
- Keep to learn new things
- Full dedication in my work & cooperative nature

PERSONAL DETAILS

Father's Name	:	Mr. Rajesh Kumar
Date of Birth	:	23 rd April 1998
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Unmarried
Language Known	:	Hindi & English
Present Salary	:	Rs. 30,000/- p.m.

I declare that the details above are correct and true to the best of my knowledge.

(SARITA)

Date: 07.11.2022

Place: New Delhi