



Kshitij Polyline Ltd.

Regd. Office : 8, Sona Udyog, Parsi Panchayat Road, Andheri (E), Mumbai - 400 069, INDIA.

Factory Address : Survey No. 110/1/13, Amli Village, Near Alfa Packaging, 66 KVA Road, Silvassa, D.N.H. (UT)

Tel.: 28388562 / 28386812 | Email: kshitij123@hotmail.com | Website: www.kshitijpolyline.co.in

CIN : U25209MH2008PLC80484

To,
The Manager,
Listing Department
The National Stock Exchange of India Ltd.
Exchange Plaza, 5th Floor, Plot C/1,
G Block, Bandra Kurla Complex,
Mumbai-400051

Date: 29.05.2019

CM Quote: (NSE: KSHITIJPOL)

Sub:-Intimation pursuant to Regulation 30 read with Schedule II of SEBI (LODR) Regulation, 2015 for appointment of Company Secretary of the Company.

Dear Sir/Madam,

With the reference to above captioned subject, kindly note that pursuant to section 203 of the Companies Act, 2013 and rules made there under from time to time and Regulation 6(1) of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulation, 2015, Ms. Jinal Dave , (Membership No. A58546) Member of Institute of Company Secretaries of India is appointed as Company Secretary & Compliance Officer of the Company w.e.f. 29th May, 2019.

You are requested to kindly take the same on records.

Yours Sincerely,

For Kshitij Polyline Limited,

Bharat Gala
Director

DIN No: 01994342



Date: 29/05/2019

To,

Kshitij Polyline Limited
8, Sona Udyog, Parsi Panchayat
Road, Andheri East Mumbai
Mumbai City, MH - 400069.

ACS Membership No. A58546

PAN: AOCPD5828B

Subject: Consent to act as Company Secretary and Compliance Officer:

I, the undersigned, do hereby consent to act as Company Secretary of **Kshitij Polyline Limited** w.e.f. 29th May, 2019 pursuant to Section 203 and 2(51) of the Companies Act, 2013 and rules made there under and Compliance officer and certify that I have not been otherwise disqualified to act as such under the applicable provision of the Companies Act, 2013.

Thanking You,

Yours Faithfully,



Jinal Dave

Mobile No.: 9619169998

Email ID: dave.jinal@yahoo.com

JINAL VIVEKKUMAR TRIVEDI

Contact No – 9619169998

Email Id: dave.jinal@yahoo.com

Objective

To diversify my skills with more complex professional experience leading to a long term career path.

Personal Information

Date of Birth : March 25, 1987

Address : 9, Jogeshwari Jeevan Co. Op. Hsg. Society, K G S Society
Road, Jogeshwari East, Mumbai - 400 060

Languages Known : English, Hindi, Marathi, Marwadi, Gujarati

Computer Proficiency: Excel, MS Word, Power Point, Tally ERP

Experience

R N Shah and Associates, Company Secretaries (Mumbai)	
From : February 20, 2018 till date	
- Assisted in conducting various types of audit viz Transfer, Demat, Secretarial Audit of following Listed Companies: - Goldium International Limited - Zodiac Ventures Limited - Incorporation of Private Companies under the provisions of Companies Act, 2013; - Striking off of the Companies under the provisions of Companies Act, 2013; - Preparation of Minutes (Board, Extra Ordinary General Meetings and Annual General Meetings), Agenda, Notice, Circular Resolution and other matters relating to Companies Act, 2013, Appointment / Regularization / Resignation of Directors; - Preparation and filing of financials of Listed and Private Companies in Extensible Business Reporting Language (IND AS and NON IND AS); - Finalization of e-voting and Postal Ballot process; - Preparing Draft Directors Report pursuant to the provisions of Companies Act, 2013;	

Anand Rathi Group (Mumbai)		
From : October 2010 to February 2018		7.5 Years
Designation : Senior Officer	Department : Finance & Accounts, MIS	
• Worked on GST Migration & Registration • Working of stamp duty on monthly basis. • Working & Payment of statutory dues like service Tax & TDS on monthly basis • Filling of Return of above on Half yearly & quarterly basis. • Preparation of salary variance report. • Exceptional remark report on Monthly Major Expenditure as well as Income • Preparation of MIS reports on Daily Basis ✓ Fund Outstanding Report ✓ Institution Report ✓ Daily Brokerage Report • Posting Income Entries in system. ✓ Mutual Fund Income ✓ Fixed Deposit Brokerage ✓ Income raised from IPO. • Reconciliation of all above income • Bank reconciliation of expense accounts. • Scrutiny of accounts on daily basis and ensuring proper accounting of income and expenses • To assist in finalization of MIS on monthly basis. • Product wise Expenditure Report as when required. • To raise Debit notes of various income as and when required.		

AL Naboodah Laing'orourke LLC (UAE) – Plant Hire Division		
From : September 2008 to January 2010		1.10 Years
Designation : Accounts Officer	Department : Finance & Accounts	
• Booking of Material, X-HIRE Invoices and Bank reconciliations. • Handling and booking petty cash voucher. • Preparation of supplier's cheque run & reconciliation on weekly basis. • Preparation and maintenance of staff debtors report and intimate to HO for timely deduction from staff salary. • Maintenance of Loan Schedule & Sending Balance to HO on 1st Working Day of the month. • Passing Cost Accrual for Monthly Closing.		

OPTIONS Clothing Co. Pvt. Ltd. (Mumbai)		
From : Jan 2006 To: May 2008		2.5 Years
Designation : Accounts Officer		Department : Accounts
• Maintenance of accounts in Tally 7.2 and 9. • Bank reconciliation on daily basis. • Verification of debit notes and credit notes and processing the same. • Daily / Weekly sales report. • Periodic follow up of Debtor's Outstanding. • Booking of cash and bank payment vouchers. • Assisting chief accountant in preparation of staff payroll and finalization of account. • To Reconcile Intercompany balances. • Timely Payment to Vendors.		

Educational Qualification

Examination	Year of Passing
B.com	2007-08
Company Secretary	2018-19

Apprenticeship Training

Company	Period
Anand Rathi Share and Stock Brokers Limited, Mumbai	25th September, 2012 to 12th January, 2014

Strengths
✓ Result oriented ✓ Strong ability to adjust in new environment and participate in a team. ✓ Ready to work under Pressure.

Reference
✓ Dinesh Kabra: Senior Manager (Anand rathi shares & stock brokers ltd) ✓ Prashant Dave: Head of Accounts Department (Al Naboodah Laing'orourke LLC, UAE)