

winsome

Yarns Limited

Regd. Office : SCO # 191-192, Sector 34-A,

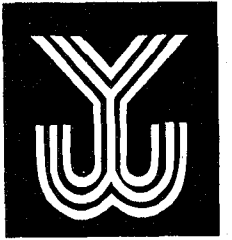
Chandigarh - 160 022 INDIA

CIN : L7115CH1990PLC010566, 4612000, 4613000

Fax : +91-172-4614000

e-mail : exports@winsomegroup.com

website : www.winsomegroup.com



WYL/SECT/
11.12.2019

National Stock Exchange of India Limited (NSE)
Exchange Plaza, C-1, Block G, Bandra Kurla Complex,
Bandra (E), Mumbai-400051

Sub: Clarification- Regarding submission of profile of appointed Company Secretary and Compliance Officer.

Dear Sir/Madam,

This has reference to your email dated 11.12.2019 regarding submission of profile of appointed Company Secretary and Compliance Officer.

In this connection, we are submitting herewith the profile of appointed Company Secretary and Compliance Officer.

This is for your information and records please.

We are very sorry for inconvenience caused.

Thanking you,

Yours faithfully,

for WINSOME YARNS LIMITED

RAJPAL S. RATHORE

Dy. Manager (Legal & Secretarial)



IS/ISO
9001



Member
The Winsome Group

Works : Village Kurawala, Barwala Road, Derabassi-140507, Distt. Mohali (Pb.) Phones : 01762-280236, 280936, 280638 Fax : 01762-280237
Ludhiana : Office No. 3, MD Complex, Near Samrala Chowk, Ludhiana - 141008, e-mail : ludhiana@winsomegroup.com
Delhi : # 3, Ground Floor, Rajendra Bhawan, Rajendra Place, New Delhi - 110 008, e-mail : delhi@winsomegroup.com
Tirupur : D, No. 3 (1) / 4 A, Mullai Nagar, Karumaramplayam, Mannarai, Triupur- 641607, e-mail : tirupur@winsomegroup.com

PROFILE

MEENU KHANDELWAL

Company Secretary

Mobile no:- +91 9465164843, 7009380445

Email: csmeenukhandelwal90@gmail.com

Personal Profile

Date of Birth : 07th April 1990
Language : English, Hindi
Address : Plot No 16, Santosh Sagar Colony Brahmpuri Road,
Jaipur-302002
Nationality : Indian
Husband Name : Mr. Rajkumar Gupta
Husband Co. No. : 9855491719

Professional Qualification

Member of Institute of Company Secretaries of India
Membership no:- A42089

Educational Qualification

Qualification	Year	Board
M.COM (A.B.S.T)	2012	Rajasthan University
B.COM	2010	Rajasthan university
Sr. Secondary	2007	Rajasthan board
Secondary	2005	Rajasthan board

Articalship/ Training

Worked with Mr. Satyendra Prasad Khorania, Practicing Company Secretary, Jaipur for 15 months, since 28 march, 2014 to 5th July, 2015.

Training Highlights

- Assisted in preparation of minutes of General Meeting, Board Meeting and EGM.
- Assisted in preparation of Annual Report of the company.
- Audited statutory register and books and filing of E- forms
- Accounting on Tally ERP 9.
-

Work Experience

Worked with Nandwani & Associate, Chartered accountant firm, Chandigarh as a Team Leader during 2017-2018.

Meenu Khandelwal

Profile Summary

- Coordinate with the team to complete the daily workflow.
- Promotion, formation & incorporation of companies, drafting and preparation of Memorandum & Article of Association and other documents, their stamping and registration with Registrar of Companies.
- Filing, registering, attesting any of the e-forms, returns by or on behalf of the Companies.
- Pre- certifications of forms relating to Registration / Modification / Satisfaction of charge and their filing with the Registrar of Companies.
- Loan documentation, registration of charge, search and status report.
- Planning strategies for winding of companies.
- Complying with necessary legal and procedural requirements, advising the management on change of name, change of objects and shifting of registered office of the company.
- Making a verified declaration of compliances for obtaining a certificate of commencement of Business.
- Prepared notice, Director report, Resolutions, minutes of AGM, EGM, BM.
- Assist with the implementation of the new Companies Act, 2013.
- Consistently striving for improvements in process and working practices.

Computer Technical Skills

- 1) Substantial knowledge of working with MS office, MS word and internet and other required software
- 2) Accounting Software- Tally ERP 9
- 3) Knowledge in E- filing of forms to filed under Company's Act 2013 and ROC website.

Award & Achievements

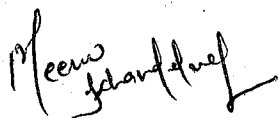
Best Student & Team Leader award in school – 2007

Achieve the certificates in:

- Akhil Indian Gandhi General Knowledge Competition – 2005
- Represent the school in 38th District Level Debate Competition – 2005

Declaration

I solemnly declare here, that all the facts mentioned above are true to the best of my knowledge.



MEENU KHANDELWAL