



**N. D. METAL INDUSTRIES LTD.**  
Manufacturers of Non - Ferrous Metals

**BSE Limited**

Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort,  
Mumbai- 400 001

**Scrip code- 512024**

**Sub: Appointment of Company Secretary and Compliance Officer of the Company**

**Ref: Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Dear Sir/Madam,

Please note that Board of Directors in its meeting held on 28<sup>th</sup> March, 2019 has appointed Ms. Gopika Singh Nirvan Company Secretary and Compliance Officer of the Company w.e.f 28<sup>th</sup> March, 2019 and the same was intimated to SSE through outcome of Board Meeting.

We have enclosed brief profile of Ms. Gopika Singh Nirvan who is appointed as Company Secretary & Compliance Officer of the Company w.e.f 28<sup>th</sup> March, 2019.

Request you to kindly take the same on record and oblige.

**FOR N D METAL INDUSTRIES LIMITED**

**AJAY KUMAR GARG**

**Director**

**DIN: 00988977**

**Place: Mumbai**

**Date: 28<sup>th</sup> March, 2019**

**Encl: Brief Profile of Company Secretary**

## **GOPIKA SINGH NIRVAN**

A 115 Anupam Vihar  
Gandhi Path West  
Jaipur  
Mobile: 09649490000  
E-mail: [iwt121@gmail.com](mailto:iwt121@gmail.com)

### **Vision:**

To accomplish esteem position in corporate world with exceptional Organizational Analytical & Managerial Qualities. To accept challenging Financial Opportunities for Institutional & Individual Development. To offer best of skills, talent & focus to achieve the Institutional & personal Goals.

### **Professional Qualification:**

CLASS	SESSION	COLLEGE/SCHOOL	INSTITUTE	Marks
C.S. Final	JUNE 2007	Group-I Group-II Group-III <b>Total</b>	I.C.S.I.	<b>50%</b>
C.S. Inter	JUNE 2006	Group-I Group-II <b>Total</b>	I.C.S.I.	<b>53%</b>
B.Com.	JUNE 2007	Kanoria College, Jaipur	Rajasthan University	<b>70%</b>
12 <sup>th</sup>	JUNE 2004	D.A.V.Cent. Public School, Jaipur	C.B.S.E	<b>76%</b>

### **Work Experience:**

**(A) Teaching Experience with ICG, College, 1.5 Years**

**Law, Management and Economics.**

**(B) 15 Months**

**Work Under: Indo Thai Airport Management Services Pvt. Ltd.**

**Work Undertaken:**

1. Managing Airports back office work.
2. Taking care of Jaipur/Udaipur and Dehradun Airport.
3. Drafting and Correspondence with Clients and Head Office.

**(C) 1.5 Years**

*Work Under: Essel Sports Private Limited (ICL) (A part of Essel Group)*

***Work Undertaken:******A. Secretarial:***

*Independent handling of 9 Subsidiaries including,*

***B. Legal:***

*Assisting Legal Head in the following:*

1. Follow up for all legal matters
2. Preparation of notices, replies
3. Coordinating with Lawyers
4. Updation of Trademarks filed by or against the Company
5. Representing the Company in courts/arbitrators
6. Updating legal records.

***Computer Knowledge:***

Diploma in computer Basic.

***Personal Information:***

Date of Birth: 9<sup>th</sup> November 1986.  
Sex: Female.  
Nationality: Indian.  
Language: English, Hindi

Husband's Name: Mr. Narendra Singh Nirvan  
Occupation: Business

***Personal Identity*** : Enthusiastic, Aspiring to grow Smart. Go Better for Success.

***Permanent Address*** : E 52, Amrapali Marg, Vaishali Nagar  
: Jaipur-302021

***Telephone*** : 91-9649490000

Place : Jaipur

**Gopika Singh Nirvan**