



ZODIAC-JRD-MKJ LTD

DIAMOND . JEWELLERY . PRECIOUS & SEMI PRECIOUS STONES

910, Parekh Market,
39, J.S.S. Road, Opp. Kennedy Bridge,
Opera House, Mumbai - 400 004. (INDIA)

TEL. : 91-22-23869731 / 91-22-23866471
FAX. : 91-22-23800038
E-mail : account_zjmk@yahoo.com
CIN : L65910MH1987PLC042107
E-mail : info@zodiacjrdrmkjtd.com
Website : www.zodiacjrdrmkjtd.com
GSTIN : 27AAACZ0459K1Z1

Date:October 27, 2023

To
The Manager - CRD
BSE Limited,
P. J. Towers,
Dalal Street, Fort,
Mumbai - 400 001.

Scrip Code:512587

Subject: Appointment of Company Secretary and Compliance Officer of the Company to Regulation 30 of SEBI (LODR) Regulations, 2015.

Dear Sir/ Madam,

With reference to the captioned subject matter and pursuant, to Regulation 30 (6) of the SEBI (LODR) Regulations, 2015 read with Para A of Part A of Schedule III of the said regulations, we are delighted to inform you that on the recommendation of Nomination & Remuneration Committee, the Board of Directors of the Company in its meeting held today i.e, on October27, 2023 has appointed Ms. Pooja Shah(Membership No:A62639), as Company Secretary and Compliance Officer of the Company with effect from October27, 2023.

As per the provisions of Section 203 of the Companies Act, 2013 read with relevant applicable Rules Ms. Pooja Shahwill be the Whole Time Key Managerial Personnel of the Company.



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The detailed profile of Ms. Pooja Shah as per the requirement of Regulation 30 of Listing Regulations read with SEBI circular CIR/CFD/CMD/4/2015 dated 09th September, 2015 the information is given in annexure I.

You are requested to take the above on your record.

Thanking you,

Yours faithfully,

For ZODIAC-JRD-MKJ LTD


Jayesh Jayantilal Jhaveri
Managing Director
DIN: 00020277



Curriculum Vitae

CS Pooja Haresh Shah

Membership no.: A62639

Mail id: cspoojashah25@gmail.com

Contact number: 9561632474

CAREER OBJECTIVE:

To take up a challenging and rewarding position, which promotes a congenial environment to learn and upgrade my skills which will contribute to the growth of the organization.

WORK EXPERIENCE:

Completed 15 Months CS Management Training under M/s. Ulhas Shetty & Co., Practicing Company Secretaries from January 14, 2019 to April 21, 2020.

After completion of my training, I joined M/s. Neetu Agrawal & Co., Practicing Company Secretaries as Assistant Manager from June 15, 2020 till March 18, 2023. I have joined M/s. Amoha Traders Private Limited from March 20, 2023 till date.

I have an overall experience of more than 3 years in the diversified advisory function.

KEY ASSIGNMENT:

- Handled Secretarial Compliances relating to Private Limited Companies, LLP and OPC.
- Incorporation of the Company and LLP and procuring all necessary approval and filing of all necessary correspondences including application for DIN and respective forms with the ROC and post incorporation formalities thereto under Companies Act 2013.
- Strike off of Company and LLP.
- Drafting and preparation of notice, agenda and minutes for Board, Committee and General Meeting.
- Appointing of Directors from Back office
- Buy back of Shares under Companies Act, 2013.
- Preparation of Demand Notice under Insolvency and Bankruptcy Code, 2016 (Section 8)
- Assisted in handling IBC Cases under Insolvency and Bankruptcy Code, 2016 (Section 9 Cases) in various benches of National Company Law Tribunal.
- Assisted in handling Petition under Section 252 of the Companies Act, 2013 (Revival of name of struck off Companies).

OTHER ASSIGNMENTS

- Various other corporate actions like Alteration in authorized capital and allotment of shares, Alteration in Articles of association of the Company, Change in object clause of the memorandum of association of the Company, Change in the name of the Company etc. and various compliances thereunder.
- Bonus Issue, Rights Issue, Private Placement and Preferential Allotment under Companies Act, 2013.
- Preparation of Statutory Registers under Companies Act, 2013.

- Preparation of Disclosures of Directors and Key Managerial Personnel under Companies Act, 2013.
- Compliances with respect to appointment and Resignation of Directors and Company Secretary.
- Compliances with respect to appointment of Auditors.
- Change of Registered Office within state.
- Creation and Satisfaction of Charge.
- Transfer of Shares.
- Annual Filing of Companies & LLP.
- Removal of Partners in LLP.
- Registration under MSME.
- Registration of Complaint under MSME.

SKILLS

- Eager to learn new technologies and persistently improve my knowledge.
- Proficiency in handling Microsoft Word and Excel
- Ability to communicate effectively at all levels as well as participate in a team - working environment.
- Good Management skills
- Good Leadership Skills.

EDUCATIONAL QUALIFICATIONS:

Degree	Institution	Year
C.S	The Institute of Company Secretaries of India	June 2019

Degree	Institution	Year of Passing	Percentage/ GPA
LLB	MCT College of Law – University of Mumbai	2017	51.62%
B.com	University of Mumbai	2014	6.81
H.S.C	Maharashtra Board	2011	73.17%
S.S.C	Maharashtra Board	2009	81.53%

HOBBIES:

Hobbies include listening to music, doing art and crafts and baking.

PERSONAL INFORMATION:

Date of Birth: September 17, 1993	Marital Status: Single
Languages Known: English, Hindi and Gujarati	Address: A-1, 202, 2 nd Floor, Mansarovar near Varala Lake, Bhiwandi - 421302, Maharashtra, India.

DECLARATION:

I hereby declare that the abovementioned information is correct in every respect to the best of my knowledge and belief.

Ashab