



Date: 26th September, 2020

Dear Sir/Madam

Sub: Discrepancies in Corporate Announcement

This is with reference to mail dated 24th September, 2020, for discrepancy in Corporate Announcement dated 23rd September, 2020 for outcome of Board Meeting Held on 23rd September, 2020.

With regard to above subject we submit herewith profile of the Company Secretary & Compliance Officer.

For Kaarya Facilities and Services Ltd



Jitendra Adhyaru
Chief Financial Officer

Kaarya Facilities And Services Ltd.

Unit No. 115, 1st Floor, Inspire Hub, Situated at Western Heights, JP Road, Opp. Gurudwara,
4 Bungalows, Andheri (West), Mumbai - 400 058.

CIN No. : L93090MH2009PLC190063 • E-mail : info@kaarya.co.in • url : www.kaarya.co.in

Saurabh Kumar Akhouri

Address: A-206, Joy Valencia, Opp. J V Link rd, Village Majas, Plot no 2, Jogeshwari E, Mumbai - 400060

Email id: saurabh.kumar.akhouri@gmail.com

Career Objective

To explore my capabilities to the fullest, and make use of the same to excel in my career with a combination of knowledge and experience that I gain and thereby to add value to the organization I will work for.

Qualifications

- Completed Professional level of C.S. in the batch of June, 2015.
- B Tech Petroleum Engineering IIT ISM Dhanbad 1991
- Post Graduate Diploma in Management (2 year full time MBA level) ,Goa Institute of Management ,1998

Experience

- **Company: Astra Solren Private Limited (Working from April, 2019 to April, 2020)**

Position: Company Secretary

Responsibilities:

- Handled Incorporation of Companies and LLP's
- Preparing and filing of various annual and other e-forms as required by Ministry of Corporate Affairs and Companies Act, 2013
- Preparing minutes for Board meetings, Annual General meetings and Extra- ordinary General meetings
- Preparing agendas and notices for various meetings
- Preparing of annual disclosures of directors, Annual Returns, Director's Report and Annual Report of the Company
- Annual filling in XBRL format
- Making application and doing other formalities for availing of DIN
- Preparing and filing of forms and documents for amendment of MOA and AOA
- Preparing auditors reappointment letter, circular resolutions, shorter notices and proxy form for general meetings
- Filing of FLA returns with RBI
- Filing of compliances with BSE and SEBI
- Assisted in handling half yearly secretarial audit
- Due diligence of private and public companies
- Handled compliances related to FEMA regulation

Academic Qualifications

Degree	Institution	University/Board	Year
C.S	ICSI	---	June 2015
MBA	Goa Institute of Management	---	1998
B.Tech	IIT ISM Dhanbad	---	1991

Computer Knowledge and others courses

- MS Office XP
- Windows XP

Personal profile

Date of birth : 14/01/1970

Languages Known: English, Hindi.

I hereby claim that all the information which I have furnished in this document is true to the best of my knowledge.

SD/-

Place: Mumbai

Saurabh Kumar Akhouri

Date: 14.09.2020