

winsome

Yarns Limited

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

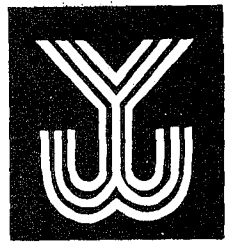
Chandigarh - 160 022 INDIA

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e-mail : exports@winsomegroup.com

website : www.winsomegroup.com



WYL/SECT/
15.07.2020

Dept. of Corporate Service
BSE Limited
1st Floor, New Trading Ring
Rotunda Building, P. J. Towers
Dalal Street, Fort, MUMBAI-400001

Script Code : 514348

Listing Department
National Stock Exchange of India Ltd
"Exchange Plaza" Bandra-Kurla Complex
Bandra (E), MUMBAI - 400051

Symbol : WINSOME

SUB: APPOINTMENT OF Ms. AMAN PRIYA AS COMPANY SECRETARY OF THE COMPANY

Dear Sirs,

This is to inform the stock exchanges, that the Board of Directors in their meeting held on 14th July, 2020 has appointed Ms. Aman Priya (ACS 34077) as Company Secretary of the company w.e.f. 14.07.2020. In this connection a brief Profile of Ms. Aman Priya is attached herewith.

This is for your information, necessary action and records please.

Thanking you,

Yours faithfully,
For WINSOME YARNS LIMITED

MANISH BAGRODIA
CHAIRMAN AND MANAGING DIRECTOR
manish@winsomegroup.com



Works : Village Kurawala, Barwala Road, Derabassi-140507, Distt. Mohali (Pb.) Phones : 01762-280236, 280936, 280638 Fax : 01762-280237
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AMAN PRIYA
Mobile No. +91-9646975363

Email:amanpriya12@gmail.com
Flat No.001, Block I, Jalvayu Tower,
Sunny Enclave, Sector 125, Mohali.

Curriculum Vitae

Career Objective

To hold a strategic position in a dynamic organization which demands excellence, competency, hard work and which can provide ample scope of growth for career and personality along with excellent learning exposure to multifaceted aspect of corporate environment.

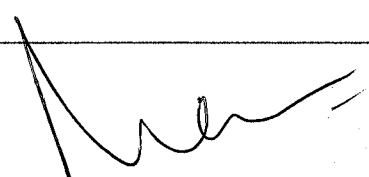
Work Profile/Contribution

Companies Act:

- Incorporation of Private and Public Company.
- Conversion of Public in to Private Company.
- Change of name of Companies.
- Alteration of Memorandum and Articles of Association of Companies.
- Increase in Authorized share capital of Companies.
- Conducting the Secretarial Audit of all relevant sections under Companies Act 1956 and to make the Records of a Company in order accordingly.
- Maintaining the statutory register and minute book.
- Preparation of Compliance Certificate under section 383A.
- Appointment of Managing Director under Companies Act, 1956 & Companies Act, 2013.
- Conducting Board Meetings, Remuneration Committee Meetings & Audit Committee Meetings.
- Conducting Extra-Ordinary General Meeting & Annual General Meeting.
- Preparation of Search Reports for Banks.
- Incorporation of LLP.

Other Secretarial works:

- Replying to various notices from MCA,RBI and SEBI.
- Obtaining DIN for directors.
- E filing of forms and well versed with the works related to MCA 21.
- Annual filing of various Companies.
- Drafting of agendas, notices, minutes & resolutions of Board and General Meetings.
- Preparation of Annual Reports for various Companies.
- Preparation of the all secretarial records as prescribed under the Companies Act.
- Online and Physical inspection of Companies.



- Preparation of Trust Deeds.
- Drafting of agendas, notices, minutes & resolutions of Trusts.
- Preparation of Statutory Compliance on Monthly Basis.
- Preparation of Xbrl , Cost Xbrl and Cost Compliance

Accounts:

- Preparation of final accounts, and finalization of Balance Sheet.
- GST registration and filling of returns, TDS provisions and filing of TDS- Returns.
- Generating reports like MIS, Quarterly Bank Report and other such relevant reports, and operating ERP for an efficient functioning of the department.
- Account Reconciliation and Invoice tracking, cost estimation as per regular procedures and agreements and updating the same, for an appropriate and timely payment to the Banks and Vendors.
- Preparation of Salary, Provisions of PF & ESI.
- Reconciliation of Banks and party accounts.

Work Experience

1. Worked as a "Management Trainee" with, Sunil Dhawan & Associates, Companies Secretary in the Legal & Secretarial Department from August,2010 to December 2011.

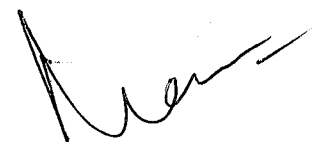
Work exposure

- Incorporation of Companies.
- Appointment of Managing Director and Whole time Directors under Companies Act, 1956.
- Drafting of agendas, notices, minutes & resolutions of Board and General Meetings.
- Preparation of Annual Reports.
- Preparation of the all secretarial records as prescribed under the Companies Act.
- Online and Physical inspection of the Company.
- Filling of various documents and returns with MCA.
- Conversion of companies.
- Preparation of Accounts and final books
- Preparing TDS, Service Tax, Vat & Excise returns.
- Bank Reconciliation.

2. Worked as a "Accounts Manager" with Jaycee Motors, (Authorized Maruti Dealership, Amritsar) in the Accounts & Finance Department One Year and Ten Months (Jan 2012 to November 2013).

Work exposure

- Job responsibility basically caters to preparation of final accounts, Vat, TDS and Service Tax Returns.
- Generating reports like MIS, Quarterly Bank Report and other such relevant reports, and operating DMS for an efficient functioning of the department.



- Account Reconciliation and Invoice tracking, cost estimation as per regular procedures and agreements and updating the same, for an appropriate and timely payment to the Banks and Vendors.
- Preparation and finalization of Profit and Loss A/c and Balance Sheet
- Data Entry
- Salary

3. Worked as a "Company Secretary" with, OCM India Limited, (Textile Mill, Amritsar) in the Legal & Secretarial Department from Nov 2013 to December 2014.

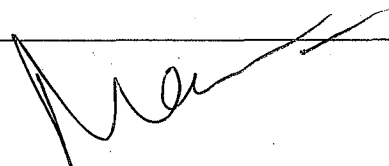
Work exposure

- Appointment of Managing Director and Whole time Directors under Companies Act, 1956.
- Conducting Board Meetings, Remuneration Committee Meetings & Audit Committee Meetings.
- Conducting Extra-Ordinary General Meeting & Annual General Meeting.
- Drafting of agendas, notices, minutes & resolutions of Board and General Meetings.
- Preparation of Annual Reports.
- Preparation of the all secretarial records as prescribed under the Companies Act.
- Online and Physical inspection of the Company.
- Preparation of Trust Deeds.
- Drafting of agendas, notices, minutes & resolutions of Trusts.
- Preparation of Statutory Compliance on Monthly Basis.
- Filling of various documents and returns with MCA.
- Preparation and Filing of Xbrl Balance Sheet and Profit & Loss Accounts, Cost Xbrl.

4. Worked as a "Company Secretary" with, Aman Priya and Associates, Company Secretaries in the Legal & Secretarial Department form July 2015 to October,2018.

Work exposure

- Appointment of Managing Director and Whole time Directors under Companies Act, 1956.
- Conducting Board Meetings.
- Conducting Extra-Ordinary General Meeting & Annual General Meeting.
- Drafting of agendas, notices, minutes & resolutions of Board and General Meetings.
- Preparation of Annual Reports.
- Preparation of the all secretarial records as prescribed under the Companies Act.
- Online and Physical inspection of the Company.
- Conducting Secretarial Audits.
- Preparation of Search Reports for the Banks.
- Incorporation of Companies and other related work.
- Filling of various documents and returns with MCA.
- Preparation and Filing of Xbrl Balance Sheet and Profit & Loss Accounts, Cost Xbrl.
- Preparation of Accounts and final books
- Preparing TDS, Service Tax, Vat & Excise returns.



- Bank Reconciliation.
- Gst Registration and Returns

5. Worked as a "Company Secretary" with, Jonjua Overseas Limited, BSE Listed Company in the Legal & Secretarial Department from November, 2018 to May, 2019.

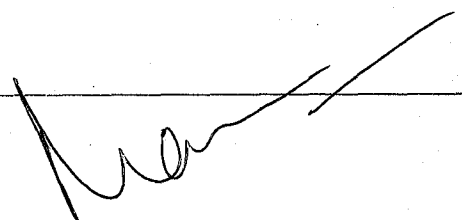
Work exposure

- Appointment of Managing Director and Whole time Directors under Companies Act, 1956.
- Conducting Board Meetings.
- Drafting of agendas, notices, minutes & resolutions of Board and General Meetings.
- Preparation of Annual Reports.
- Preparation of the all secretarial records as prescribed under the Companies Act.
- Filing of various documents and returns with MCA.
- Preparation and Filing of Xbrl Balance Sheet and Profit & Loss Accounts
- Bank Reconciliation
- IPO of Company

6. Worked as a "Company Secretary and Compliance Officer" with, Megri Soft Limited, BSE and MSE Listed Company in the Legal & Secretarial Department from May, 2019 onwards.

Work exposure

- Independently handled Yearly/Half Yearly/Quarterly/Event Based compliances under SEBI (LODR) Regulations, 2015, SEBI (SAST) Regulations, 2011, SEBI (Prohibition of Insider Trading) Regulations, 2015 and other regulations governed by SEBI.
- Independently handled 10 companies with respect to all compliances of Companies Act, 2013, Secretarial Standards and FEMA Laws, wherever applicable.
- Acquisition of Shares by promoters of Listed companies
- Inter se transfer of Shares among promoters under SEBI
- Fema Compliances for NBFC
- Filing of FLA return with RBI
- Obtained International Securities Identification Number (ISIN) of group companies
- XBRL preparation and filing of Consolidated and standalone results.
- Dematerialisation of share certificates of the group companies
- Handled and made various replies to RBI for the NBFC.
- Annual/Half Yearly Compliances of NBFC
- MSME Registration
- Independently Called Annual General Meeting (AGM)/Extra Ordinary General Meeting (EGM) of the Listed Company
- Pre and Post Board Meeting, AGM and EGM compliances of the Listed Company and its group companies.
- Postal Ballot and E- Voting
- Coordination with Registrar & Share Transfer Agent, NSDL and CDSL in respect to various compliances.
- Co-ordinating with the Secretarial Auditor for conducting Secretarial Audit of the Company
- Regularly updating the website of the Company as per the required compliance requirement.
- Issuance of Duplicate Share Certificate for listed company.
- Appointment of RTA and preparation of all tri- parte agreements
- Preparation of Shareholding pattern and Reconciliation



- Filed various Forms - ACTIVE Form, DPT-3 Form, MSME Form and BEN-2 Form under new provisions of Companies Act, 2013.
- Increase in Share Capital and Allotment of Shares of the company.
- Allotment of Shares of the company through right issue of shares/ Bonus shares.
- Alteration of Memorandum of Association and Articles of Association.
- Documentation and filing of e-Forms MGT-14 for the purpose of Disclosure of Interest by the Directors in any other companies/Firms/Body Corporate/Association of Individuals and Approval of Financial Statement and Director Report.
- Documentation and filing of e-Forms MGT-14 for the purpose of Change in Object Clause of Memorandum of Association.
- Preparation for Board and General Meetings, including preparing agendas, minutes, attendance registers, arrangement for meeting venue for directors, etc.
- Preparation of Annual Report viz. AGM notice, Directors Report, Profile of Directors and Shareholders, Extract of Annual Return (MGT-9) etc.
- Preparation of Annual Return and annual filing of the various private and unlisted public companies.
- Maintaining of all the statutory records and filings under Companies Act requirements
- Ensure compliance with directors by preparing various disclosures u/s MBP-1 & DIR-8.
- Documentation and filling of e-forms for the purpose of striking off name of the company under Section 560 of the Companies Act, 1956.
- Preparation of various documents of company takeover i.e. indemnity bond, share transfer agreement and affidavit and other related documents.
- Ability to liaise with various regulatory authorities like ROC, Stock Exchanges, NSDL and CDSL in a collaborative manner.
- Right Issue u/s 62(1) of the Companies Act, 2013.
- Private Placement
- Issue of Sweat Equity Shares
- Issue of Bonus Shares
- Transfer and Split of Shares

Professional/Academic Qualifications

Degree	Institute	Year
CS FINAL	Institute of Company Secretaries Of India, New Delhi	June 2013
B.Com.	Guru Nanak Dev University, Amritsar	April 2008
Senior Secondary	CBSE	May 2005

Computer Proficiency

- Worked on Application software such as MS office, Tally, Target (accounting software).

