

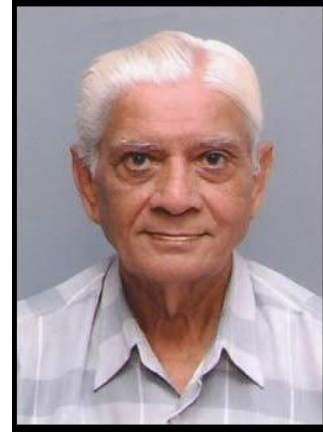
SURESH SOMNATH DAVE

101, Punya Apartment 16'4, Sarswati Society,
Nr. Jain Merchant Society,
Paldi, Ahmedabad-380007

Date of Birth: 28.04.1934

Mob. NO.: 7600908460

E-Mail: ssd284@gmail.com



SUMMARY:

An experienced Company Secretary, Manager, and Director

Years of experience in Banking, Secretarial and Government sectors.

Excellent Team Player with good Communication skills.

Highly efficient in guiding the chairman and the board to ensure they are operating in accordance with rules and regulations.

SKILL AREAS:

Determining various compliances applicable to the company.

Providing guidance in banking as well as other areas of the compliance.

Expertise in monitoring changes in relevant legislation and the regulatory environment and taking appropriate action.

Liaising with external regulators and advisers, such as lawyers and auditors.

Highly organized with excellent time management.

EXPERIENCE:

Having more than 30 years of experience in Managerial, Legal, Secretarial, Banking, and other sectors, have immense knowledge of Different laws and Regulations.

Worked as Branch Manager with Bank of India.

Worked as Company Secretary with Gujarat Industrial Corporation Ltd, Gujarat Nylon Ltd., Qualtron Components Ltd, Advance Lifestyles Limited, Gujarat State Petroleum Corporation Ltd., etc.

KEY ACCOMPLISHMENTS:

Developing and maintaining positive professional working relationships with Directors, KMP and senior managers within the business.

Assistance with board and shareholder meeting management.

Implementation of sector-wise corporate and industrial compliances in top-tier organizations.

Accomplished listing on national boards and exercising rights secretarial across various boards.

EDUCATION:

Pursued Company Secretary from The Institute of Company Secretaries of India (ICSI) in the year 1984.

Pursued CAIIB in Company banking Act from Indian Institute of Bankers in the year 1964.

Pursued L.L.B. from Gujarat University in the year 1957.

Pursued B.A. in Economics and Politics from Gujarat University in the year 1955.