



Dimple Mandaniyan

Company Secretary

Contact: 9763522953

Email: dimplemandaniyan17@gmail.com

LinkedIn: <https://www.linkedin.com/in/dimple-mandaniyan-1469a060/>
Mumbai, Maharashtra

About Me

Company Secretary with Associate Membership of ICSI currently working in the field of Insolvency and Bankruptcy. Had the opportunity to work in diversified areas including Corporate Insolvency Resolution Process, Restructuring & Investment Advisory, Turnaround etc. as well in the field of Companies Act, Corporate Governance & allied laws. Committed to ensure that all tasks are carried out with complete strategic planning and attribute to the success of organization.

Education

Qualified Company Secretary | February, 2020

The Institute of Company Secretaries of India

Bachelor of Business Management | E-Commerce

North Maharashtra University

First Year LLB Student (3-year course)

Mumbai University

Work Experience:

InCorp Advisory Services Pvt. Ltd. (An InCorp Group Company)

Associate Manager | April, 2022 – Present

- Handling of various CIRP Assignments from admission till its successful resolution having debts size of above INR 1000 crores
- Working in CIRP assignments having Homebuyers beyond 300.
- Specialized in handling of Real Estate Assignments
- Conducting the physical meetings of Committee of Creditors and drafting minutes of the meeting of Committee of Creditors and Stakeholders.
- Achieved Successful Resolution of Corporate Debtor with debt size beyond INR 1000 crores
- Drafting of various application for approval of Resolution plan by the Hon'ble NCLT Bench, Application wrt. PUF Transactions, Liquidation Application, Extension/Exclusion Applications etc.
- Involved in filing of application/petition for Group Insolvency
- **Writing of Articles/Papers on insolvency including Cross-Border Insolvency**

Areion Resolution and Turnaround Private Limited, Mumbai

Associate | Feb 2021 – April, 2022 (Approx. 1.3 years)

- Assisted IRP/RP in running CIRP and Liquidation assignments of companies engaged in business of Real Estate, Manufacturing, Renting etc.
- Conducting the meetings of Committee of Creditors and drafting minutes of the meeting of Committee of Creditors and Stakeholders.
- Verification of claims of creditors including that of Homebuyers - Class of Creditors
- Preparation of Invitation for Expression of Interest, Information Memorandum, Evaluation Matrix for evaluating the resolution plans received, Request for Resolution Plan (RFRP)
- Liaising with Creditors (FCs, Homebuyers, OC etc.) and with external agencies such as Registered Valuers, Transaction Auditors as and when required
- Updating various trackers to keep a tab on time-bound execution of processes / compliances
- Performed all the crucial operational tasks and handled challenges arising during the course of assignment.
- Assisted in review of the Resolution Plans with regard to compliance with the mandatory requirements of Insolvency and Bankruptcy Code, 2016.
- Overseeing the transaction audit and valuation of the companies;
- Monitoring and review of compliances under the Code with IBBI & IPA undertaken by all teams.
- Research and Knowledge Sharing
- **Drafting and publication of monthly newsletter of IPE based in Code (Eg. Resolution Plan, Personal Guarantors to Corporate Debtor, Verification of Claims etc.)**

Shweta Gokarn & Co. (PCS), Mumbai

Assistant Company Secretary | Oct 2018 – Nov 2019

- Incorporation of Company and LLP's
- Right Issue & Private Placement of Equity and Preference shares.
- Increase in Authorized Share Capital and Redemption of Preference Shares.
- Preparing and filing of Form FC-GPR for allotment of shares to foreign investors and FCTRS for transfer of Shares to foreign investors with RBI. Conversion of Private Company into Public Company.
- Application for Dematerialisation of shares with Depositories.
- Trademark Application
- Alteration of MOA & AOA as per specification.
- Change in Name of Company and Registered Office of the Company (within city/one ROC to another ROC).
- Annual filing for private and public limited companies.
- Condonation of delay of charges and Condonation of delay in payment of Stamp duty.
- Carrying out online inspection of records of various Companies & preparing Search and Charge report.
- Inter Corporate Due Diligence Audit.

MRM Associates. (PCS), Pune

Article Trainee with Mr. Makarand Lele (Former President of ICSI) | Aug 2016 - Jan 2018

- Incorporation of Companies, drafting and preparation of Memorandum and Articles of Association and other documents.
 - Assisted in the process of Amalgamation in 2017 of Barclays Global Service, (Liaisoning with the ROC and NCLT, Proof reading of Scheme of Amalgamation, Attending meeting of creditors and Shareholders as Scrutinizer's, preparation of Scrutinizers Report and handling post amalgamation formalities.)
 - Filing, registering or verifying any of the E-forms, returns and applications by or on behalf of the Company/LLP.
 - Complying with the SEBI guidelines including the quarterly, half yearly and yearly compliance with the Stock Exchanges by or on behalf of the Company.
 - Preparation of Checklists for Preferential Allotment of a Company and complying with the procedural and legal requirements to complete the process.
 - Preparation of Boards reports, Corporate Governance report, Annual Return and other supporting documents for Listed, Unlisted Public and Private Company.
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Functional Skills

- Writer
- Strategic Planning
- Problem resolution
- Good Communication skills
- Attention to Detail
- Leadership Skill