

ZEET SINGHA

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INTRODUCTION

Looking for CS Management Training where I can apply my knowledge of corporate laws and compliance in a practical environment, enhance my skills in secretarial practices, legal documentation and regulatory filings, contribute effectively to the organization while gaining experience in corporate governance and build professional credibility through integrity, dedication and continuous learning

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

QUALIFICATIONS	INSTITUTE	YEAR	RESULT
CS PROFESSIONAL GROUP-1	ICSI	JUNE 2026	APPEARED
CS EXECUTIVE GROUP-2	ICSI	DECEMBER 2024	CLEARED
CS EXECUTIVE GROUP-1	ICSI	JUNE 2024	CLEARED
CSEET	ICSI	2022	CLEARED
B.COM(HONS)	BESC	2025	5.695 CGPA
HIGHER SECONDARY	CBSE	2022	84.8%
SECONDARY	CBSE	2020	79.2%

TECHNICAL SKILLS

- 1) Basic knowledge of MS Word, MS Powerpoint and MS Excel
- 2) Basic knowledge of The Companies Act, 2013, SEBI Regulations and Secretarial Standards
- 3) Good command in drafting and written communication

SOFT SKILLS

- 1) Ability to effectively interact with other members and stakeholders
- 2) Eagerness to learn and adapt
- 3) Research and analytical skill

ADDITIONAL DETAILS

- 1) Successfully completed the Executive Development Programme (EDP) conducted by ICSI
- 2) Languages:- English, Hindi and Bengali
- 3) Other Activities:- Pianist, learning Italian and Baking

DECLARATION

I do hereby confirm that the mentioned facts are true and correct to the best of my knowledge and belief