

AYAN SAHA

SEMI QUALIFIED COMPANY SECRETARY

Linkedin-www.linkedin.com/in/ayan-saha-4590442b0

Contact

officialayansaha@gmail.com
kolkata, West Bengal
6295812122

Skills

Basic MS Excel
Basic MS Word
Basic MS powerpoint
Team Player
Effective communication skills
Basic knowledge of AI tools
Analytical and research skills
Well versed in **Companies Act, 2013 and SEBI regulations**
Basic knowledge of regulatory portals such as **MCA, SEBI, GST, NSE and Income Tax**

Languages

English
Hindi
Bengali

Additional Information

Able to perform efficiently under pressure.
Has the ability to collaborate effectively in groups.
Quick learner with proactive attitude towards acquiring new knowledge and skills.

Career Objective

An aspiring Company Secretary seeking a Management Trainee opportunity with a reputed organization to develop expertise in corporate laws, secretarial and regulatory compliances, corporate governance, and legal matters while gaining hands-on experience and contributing to the organization's growth and success.

Education

CS Professional

Appeared June 2026

Attempted both group of CS professional in June,2026

CS Executive

Cleared June and December 2024

Cleared Group 2 of CS executive (old syllabus) in June 2024 getting 203/400

Cleared Group 1 of CS executive (old syllabus) in December 2024 getting 207/400.

Graduation

B.COM Honours 2022-2025

Completed my graduation degree of B.COM honours in Accounting and Finance from Seth Anandram Jaipuria College under Calcutta University with a CGPA of 6.619.

Higher Secondary (Class XII) 2022

Completed Higher secondary in 2022 from Satish Chandra Memorial School, securing 94.2% marks.

Secondary (Class X) 2020

Completed secondary education in 2020 from Satish Chandra Memorial School, securing 83% marks.