

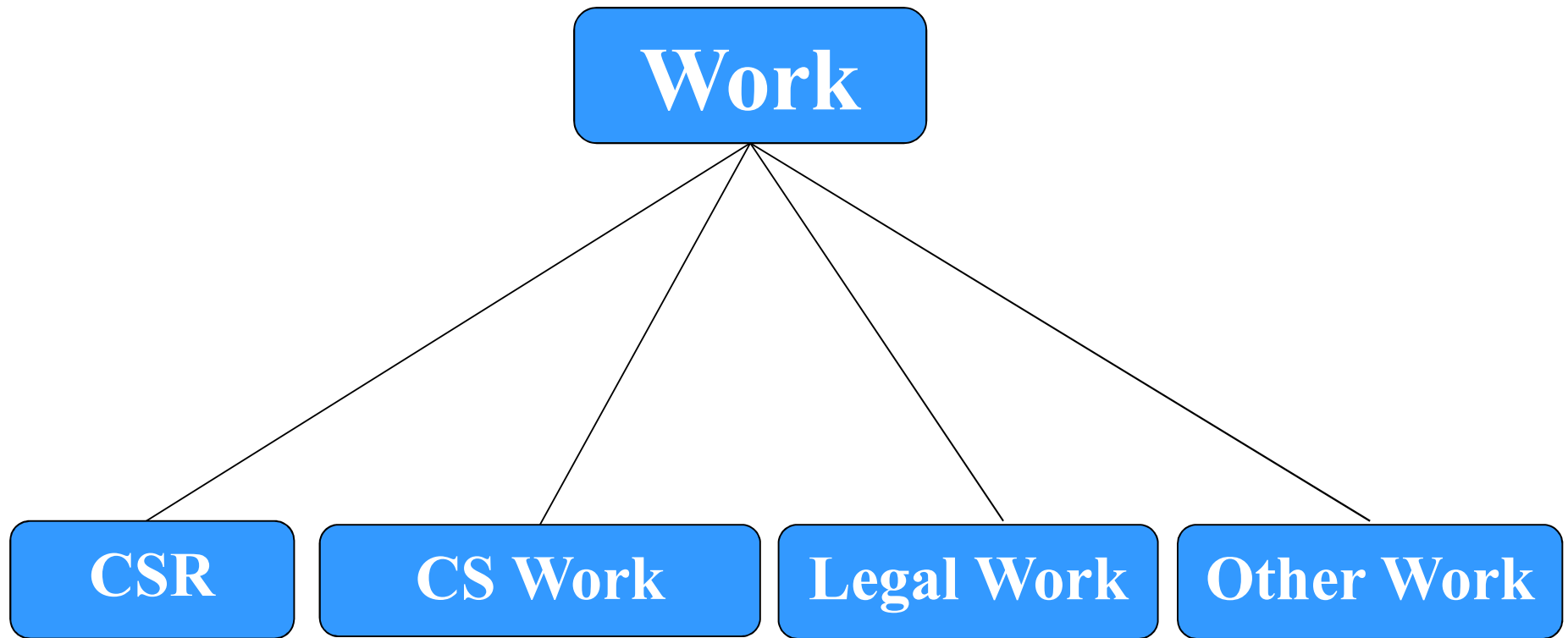


# Work Report

~Megha Soni



# Type of Responsibility





# CSR

vnrseeds  
Corporate Internet Strategy

- Organized \*Start-up Talk Show\*.



- Organized \*Startup Awards Function and Oath Ceremony\*.





# CSR

vnrseeds  
*Corporate Interest Strategy*

- **Organized \*DIY Program\*.**



- **Organized \*Resin Art Workshop\*.**





# CSR

vnrseeds  
Corporate Internet Strategy

- **Organized \*Know Your Fellow Members\*.**



- **Organized \*Cyber Security\*.**





# Health

Young Arms Foundation, an NGO and sister concern of VSPL, has emerged as a beacon of social responsibility. Its noteworthy initiative, True Diagnostics labs, was established with a visionary goal: to offer care and quality testing services at significantly subsidized rates.

I manage Oversight of True Diagnostics Lab Operations, Ensuring timely processing of party payments, handling various types of bill payments, Handling salary and expense claim processes for True Diagnostics employees.





# Moving to a New Department

## Providing Assistance in Company Secretarial Functions

For Annual filings of VNR Group and AKA Group:

- Form AOC- 4
- Form MGT-7 & MGT-7A
- Directors Report
- LLP Form
- List of Director & Shareholders
- Board Resolution
- Form ADT-1 & Resolution for Auditor Appointment.



# Moving to a New Department

For Some Other Work:

- Prepare Environmental Audit Report.
- Directors KYC
- Draft need based Resolutions and Authorization Certificate.
- Prepare Due Diligence Report.
- Board Meeting Minutes.
- Prepare CSR Liabilities, required website disclosure of CSR Policy, CSR Annual report, CSR utilization Certificate and presentation of CSR Initiative.





# Legal Work

- Organizing Files and structuring them numerically for Easy Reference:
  - All Registration and License files.
  - Case 138 Files
- Drafting Notices Reply for Show Caused Notice.
- Draft Notice, Complaint and Board Resolution for 138 Case.



## Other Work

- Creating a Spreadsheet for :
  - Registered Trademark Variety Names.
  - VNR-Owned Land Records with Physical Document Verification.
  - List of Authorized Signatory.
- Updating Google Calendar for License Renewal Reminders.
- Generating Digital Signature Certificates for Authorized Personnel.
- Undertaking Additional Tasks as Assigned by the Reporting Manager.



## Some Other Initiative

### **Involved in Additional Activities Beyond Assigned KRA:**

- Participated in other activities during festival.
- Arranged Catering Services during the Festival.
- Facilitated Arrangements for the Inauguration of the Boriya Plant.
- Participated in Chayan 2023 as a Volunteer.



VNR

[www.vnrseeds.com](http://www.vnrseeds.com)

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*Corporate Internet Strategy*

Thank you ...!!!