



# **SURAJ PRODUCTS LIMITED**

Registered Office & Works :

CIN : L269420R1991PLC002865

Vill. : Barpali, P.O. : Kesramal, Rajgangpur, Dist. : Sundargarh, Odisha, India, PIN : 770017

Tel : +91-94370 49074, e-mail : info@surajproducts.com, suproduct@gmail.com

www.surajproducts.com

Dated: February 20, 2017

BSE Limited  
Phiroz Jeejeebhoy Towers,  
Dalal Street,  
Mumbai – 400001  
Scrip Code- 518075

The Calcutta Stock Exchange Limited  
7, Lyons Range,  
Kolkata-700001  
West Bengal  
Scrip Code- 13054

Dear Sir,

**Subject: Appointment of Independent Director.**

This is to inform that the Board of Directors vide their meeting dated 14<sup>th</sup> February, 2017 has appointed Mrs. Neha Singhania (DIN-06879112), as an Independent Director of the Company with effect from February 14, 2017 in the casual vacancy caused due to resignation of Mr. S.N.Kabra (DIN-00556947) .

Kindly take note of the same on your records and oblige.

Thanking you,

Yours Faithfully,  
For Suraj Products Limited

A.N.Khatua  
Company Secretary & Compliance Officer

**Brief Profile of Mrs. Neha Singhania (DIN-06879112):**

Her passion and hard work for knowledge and learning is what makes her outstanding and winner always. By qualification, she is a Chartered Accountant and a Company Secretary with All India Rank 22nd in Intermediate examination. She has also done diploma course in Information Systems Audit.

She has worked with one of the Big Four Accounting firms in the world for a year in their Mergers and Acquisition department and now have started her own private practice. Her hobbies include designing and travelling.

## NEHA SINGHANIA KEDIA

Mobile: +91-9903168698, +91-9819135382, E-Mail: canehasinghania@gmail.com

### SNAPSHOT

- A competent professional with over 5 years of experience in different field of Accounts, Tax, M&A etc
- Presently Sole Proprietor of Neha Singhania & Associates
- Serves as director in National Steel and Agro Industries Limited, a leading manufacturer and exporter of Central India
- Successfully implemented various ideas & suggestions across the illustrative career
- Effective communicator with excellent relationship management & negotiation skills; possess a flexible & result oriented attitude
- Exercising full financial control and maintenance of company accounts

### GROWTH PATH

#### Since Feb'12 Sole Proprietor of Neha Singhania & Associates

##### **Key Result Areas:**

- Deals in Statutory Audit, Internal Audit, Fund Management Audit
- Company incorporation
- Income Tax related cases
- MCA Filing
- ROC related cases

#### Dec 10 – Jan'12 with Pricewaterhouse Coopers Service Delivery Centre Pvt. Ltd. Kolkata as Senior Associate

##### **Key Result Areas:**

- Quality review of M&A deal-related reports and valuation models.
- Review of Financial Due Diligence reports.
- Review the financial models.
- Analysis of financial statements.
- Ratio analysis, chart preparation, etc of financials.
- Monthly reporting of time, billings, etc.
- Calculating utilization of employees.
- Supporting engagement teams in transferring client data to Excel and populating Excel templates per client Specifications.
- Setting up initial analyses, as well as deal-related research.
- Communications with numerous engagement teams.
- Reviews of KPI's, KDI's, etc. various models prepared in excel.
- Review of annual reports prepared under UK GAAP.

##### **Highlights:**

- Worked on Cross-Utilization process for Audit and Assurance. Prepared documents based on audit policy and standard templates, including information gathering and population of templates and documents.
- Worked on Process Optimization which included process alignment of two teams.
- Attended various in-house workshop viz. Young Leaders Development Programme, Advance Excel Training, Planning & Prioritization etc

#### Aug 10 – Dec' 10 with ARSK & Associates. Kolkata as Audit Manager

##### **Key Result Areas:**

- Finalization of Books of Accounts, Profit and Loss A/C and Balance Sheet.
- Statutory Audit of Madhusala Drinks Private Limited.
- Internal Audit of Aces Infotech Private Limited.

- Income tax return preparation and filing of companies, individuals, partnership firms and trusts.
- Company law matters and filing of several forms in ROC.

### **SCHOLASTICS**

2009 : CA from ICAI, Kolkata.  
2008 : CS from ICSI, Kolkata.  
2005 : B.Com.(Hons.) from Bhawanipur Education Society College, University of Calcutta.  
2002 : XII from Modern High School, WBHSE, Kolkata.  
2000 : X from St. Helens, (ICSE) Kolkata.

### **COURSES AND TRAINING**

- Worked in Oracle software – ERP & EBS.
- 250 hours of Computer Training Course from ICAI.

### **ARTICLESHIP**

Organisation : Agarwal & Associates, Kolkata  
Duration : Dec'07 – Oct'08  
Department : Internal Audit

### **Awards and Achievements**

- Secured All India Rank 22 in the Intermediate Examinations conducted by I.C.S.I in December 2007.

### **PERSONAL DOSSIER**

Date of Birth : 19<sup>th</sup> October, 1984  
Husband Name : Nitin Kedia  
Permanent Address : 237A GT Road, Paramhansa Apartment, 3<sup>rd</sup> floor, Belur Bazar – 711202.  
Languages Known : English, Hindi, Marwari and Bengali