

KALGI KARATHIA

COMPANY SECRETARY PROFESSIONAL & ADVOCATE

SKILLS

- Bharatnatyam Visharad in akhilbhartiya vishva vidhyalay
- Playing guitar and learning

COMPUTER LITERACY

- Tally ERP 9, Corel Draw, Microsoft Office ,Internet , income tax returns filling softwares, accounting softwares, GST softwares

PROFILE

company secretary student completed 2 years of articleship in consulting firm, having experience of work related to various compliance related to company law, GST, incometax, drafting, trademark and subsidy.

EXPERIENCE

ARTICLESHIP –

- B CHANDARANA & ASSOCIATES, MORBI – January 2017 to December 2017
- ANKUR GHODASARA & ASSOCIATES, MORBI- January 2018 to December 2018

WORKED AT -

S PATEL & ASSOCIATES MORBI FROM JANUARY 2019 – JANUARY 2020

- **Accountant at Local Business Of Morbi.**
- **Practicing in drafting and GST related works**
- **Completed Articleship Of Company Secretary of india**
- **Working With various department of government ROC, Trademark, Subsidy Department.**
- **Trademark search And registration**
- **Company Law related LLPs/Companies Annual returns, incorporation and other procedures**
- **GST registration, returns, annual returns**

CONTACT

Permanent Address
B-401,
AAKRUTI ELLEGANCE,
Nr. GODREJ GARDEN
CITY, AHMEDABAD-
382470

Email
Kalgi43@gmail.com

Phone
+91 7984211015

PERSONAL INFORMATION

husbund's Name
JITEN PARMAR

Date of birth
4th November 1993

Marital status
Married

Language known
English, Hindi & Gujarati

Hobbies
Dancing, Cooking,
Travelling, Music,
Reading

ACADEMIC

Company Secretary(icsi)- Executive level-passed-2017

- Professional level- Perusing
exam

LLB - 2020

College - AMP Law college , Rajkot

M.com - 2018

University - Saurashtra University

Percentage- 69%

B.com (statistics)-2016

College - M J Kundaliya EnglishMedium College,Rajkot.

University - Saurashtra University

Percentage- 71%

Higher Secondary (HSC) –2013

2011 School- Navyug Vidhyalay.

Board - Gujrat Higher Secondary Education Board

Percentage- 87%

Secondary (SSC) – 2011

School- Nirmal Vidhyalay.

Board - Gujrat Higher Secondary Education Board

Percentage- 89%

STRENGTH

- Good communication and interpersonal skills
- Skilled in teamwork, leadership, creative thinking
- Quick-learner
- Problem solving and Decision making
- Ability to work in challenging environment and learning from adverse situations