

# KALGI KARATHIA

COMPANY SECRETARY PROFESSIONAL & ADVOCATE

## SKILLS

- Bharatnatyam Visharad in akhildhartiya 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](mailto:Kalgi43@gmail.com)

Phone  
+91 7984211015

## PERSONAL INFORMATION

husbund's Name  
JITEN PARMAR

Date of birth  
4<sup>th</sup> 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**