BEVERLINA CARUTH

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**Employment History**

* February 2004 – Present Aegis Business Solutions Limited Senior - Corporate

Secretarial Services

Duties

* Conduct meetings with clients and provide advice on compliance issues and company secretarial practice
* Identify and advise clients on areas for improved corporate governance
* Liaise with officers of related Ministries/local arms – Companies Registry, Ministry of National Security, Ministry of Finance, Board of Inland Revenue and VAT Centre
* Conducts research related local Acts – Companies Act, 1995, The Foreign Investment Act, 1990, The Stamp Duty Act, The Immigration Act, Corporation Tax Act, Income Tax Act and VAT Act.
* Provision of Corporate Secretarial services including the following:-
* Local company registrations
* External company registrations
* Prepares Annual Returns for local and external companies
* Prepares related documents for changes to directors, registered office, Power of Attorney, fundamental changes
* Submits prescribed reports on Foreign investors in accordance with local Act
* Attends meetings of directors and shareholders and take minutes
* Strikes off local companies off the Register
* De-registers external companies
* Applications for work permits
* Applications for VAT and Tax Registrations

**Education**

* 2002 – 2004 Trinidad and Tobago Hospitality and Tourism Institute

Course Associate in Applied Arts Degree in Tourism Management

Status Incomplete

- Credits required – 73.0

- Credits earned – 70.0

* 1999 Private Candidate

Caribbean Examinations Council Secondary Education

Office Procedures – General 3

Principles of Business – General 3

* 1998 Private Candidate

Caribbean Examinations Council Secondary Education

English B – General 2

* 1990 - 1995 Tranquility Government Secondary

Caribbean Examinations Council Secondary Education

English A – General 2

Social Studies – General 2

**Skills** :- Communication, Multitasking, Organization, Interpersonal skills, Initiative and Problem Solving abilities, Dependability, Team player

**Personal Attributes**:- Customer Focus, Self Motivated.