



KARTHIKA V S

Vaikundam, Thonallor,
Mevelloor P.O., Kottayam-686609

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PROFESSIONAL SUMMARY

- Completed two years of **Pre- Membership Training** at **Cochin International Airport Limited**.(April 2015 - June 2017)
 - Handled works related to the company as well as its subsidiaries -
 - CIAL Infrastructures Limited
 - Air Kerala International Services Limited
 - CIAL Duty free and Retail Services Limited
 - **Accounts Assistant** in Finance Department at Corporate Office, CGH Earth Experience Hotels (from 05th March 2018 to 19th October 2018)
 - Handled works related to Companies headed by CGH Earth group
 - Hotel & Allied Trades Pvt Ltd (including its subsidiaries)
 - Escapade Resorts Pvt Ltd (including its subsidiaries)
 - Coastal Resorts Ltd (including its subsidiaries)
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WORK EXPERIENCE

- Board Meeting and Committee Meetings - Drafting of notice, Agenda Notes and Minutes preparation.
 - Pre and Post Annual General Meeting Works (2015,2016,2017).
 - Rights issue, Postal Ballot and e-voting works.
 - Share transfers and transmission.
 - Transfer of shares to IEPF authority.
 - Works related to Incorporation of Subsidiary Companies.
 - Preparation and filing of e-forms with Ministry of Corporate Affairs (including XBRL).
 - Preparation and filing of FCTRS, FCGPR, Annual Information Return, etc.
 - Bank Reconciliation
 - Assisting various audit works and other statutory compliances.
 - Assisting in tax filings and preparation of various tax returns
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AREAS OF EXPERTISE

Leadership and Team Spirit :

- Able to support the Senior Level functionaries, demonstrating imagination, insight and boldness to meet the present challenges, with a futuristic outlook.
- Very much aligned with organizational goals, bringing the people together around a shared sense of purpose.
- Create a highly dynamic work environment that facilitates innovation and continuous improvement.

Education :

1. **Associate Company Secretary (ACS)** - Executive Programme.
2. **B.Com** - Mahatma Gandhi University, Kottayam - 2014

PERSONAL INFORMATION

Age and Date of Birth : 26, 18th February, 1994

Nationality : Indian

Marital Status : Unmarried

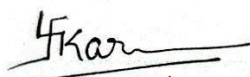
Female

Languages known :

- English - to speak, read and write.
- Sanskrit and Hindi - To read and write
- Malayalam (mother tongue)

Computer :

- MS Office - Word, Excel, PowerPoint, Access, Publisher, etc.
- Tally and Peachtree - Diploma in Computerised Financial Accounting Course



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