

# KRATI GUPTA

## COMPANY SECRETARY INTERN

### CONTACT



+91 6353417958



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Mandvi, Vadodara

### SKILLS

Strong Organizational Skills

Teamwork and leadership skills

Judgment and Decision Making

Critical Thinking and Problem Solving

Multitasking and Time Management

### ACHIEVEMENTS

Scored an Exemption in Corporate and Management Accounting & Financial and Strategic Management at Executive level.

Scored an Exemption in Corporate Restructuring, Insolvency, Liquidation and Winding-up, Insolvency - Law and Practice & Advanced Tax Laws.

Bagged 1st prize in 'Business Badshah Event'.

### ADDITIONAL INFORMATION

1st May 2023- 31st May 2023

Intern - NGO - Chitra Memorial Foundation

### LANGUAGES

English



Hindi



Gujarati



### PROFILE

To work with a growth-oriented organization to enhance my knowledge and skills. Pursue a dynamic career with an organization of repute and to integrate my own goals with the organization and to become a catalyst in each other's growth. I look forward to give my best in whatever responsibilities assuaged to me.

Committed to delivering high-quality work and exceeding expectations in a fast-paced and challenging environment.

### WORK EXPERIENCE

#### Company Secretary Trainee

Samdani Kabra and Associates

Feb 2022- Present

- Annual Compliance of Private Limited Companies and LLP
- Annual Filing of Unlisted Public Company, Private Limited Companies and LLP
- Appeal to NCLT for non-compliance of Annual Filing of Company
- Compounding of Offence by Company
- Incorporation of Private Limited Company and LLP
- Performed tasks like Secretarial Audit, Corporate Governance Audit, Annual Disclosures of Directors
- Preparation of Scrutinizer Report, Secretarial Audit Report
- Filing of various MCA Forms
- Preparation of notice, agendas, minutes of Board and Committee meetings.
- Director & Auditor Appointment & Resignation
- Creation & Satisfaction of Charges
- Conversion of Private Company into LLP
- Due Diligence of Companies
- Change in Registered Office from one state to Another state
- Rights Issue of Shares
- Removal of Shares from STOP Category in liaison with RTA
- Peer Review
- Preparation of Corporate Governance Report
- Quarterly & Annual Compliances of Listed Company
- Preparation of Excel Utility (Stock Exchange Compliances)
- Structured Digital Database (SDD) Audit
- Destruction of Documents
- Drafting and Vetting of various Agreements and Resolutions
- Assisted in Routine Compliances under SEBI (LODR) Regulation, 2015 and SEBI (SAST) Regulation, 2011
- IEPF related Compliances
- Assisted in Routine Compliances of SEBI
- Assisted in Routine Compliances of Companies Act, 2013
- Assisted in the modification of various policies such as policy on Insider Trading, Policy on Related Party Transaction, Nomination and Remuneration Policy, etc.

# EDUCATION HISTORY

Course	Exam/ Level	Institution	Year of Passing	Result
CS Professional	Module-II	Institute of Company Secretaries	December- 2022	171/300
CS Professional	Module-I & III	Institute of Company Secretaries	December- 2021	323/600
CS Executive	Module- II	Institute of Company Secretaries	December- 2020	243/400
CS Executive	Module- I	Institute of Company Secretaries	December- 2019	206/400
LLB (GEN.)	First Year	Maharaja Sayajirao University	Currently pursuing	-
B.Com	Graduate	Maharaja Sayajirao University	April 2021	70%
H.S.C	12th	Shannen Vidhyalaya	March 2018	78%
S.S.C.	10th	Convent of Jesus & Mary	March 2016	70%

## OTHER PERSONAL DETAILS

Date of Birth	03 March, 2001
Mother's Name	Sandhya Gupta
Father's Name	Ajay Gupta
Languages known	English, Gujarati & Hindi
Hobbies	Reading, Writing, Travelling & Music

## SKILLS AND STRENGTH

- Proficient in MS Word & MS Excel.
- Ability to work in dynamic environment, grasp new things quickly & meet deadlines.
- Communication skill & interpersonal skill
- Analytical skills & strive to attain best performance.