

NEHA KAMALAPURI

🏠 4th FLOOR 4E SANCHITA RESIDENCY TETULTALLA NARAYANPUR KOLKATA

✉ kamalapurineha25@gmail.com

9435570131



To work and evolve in the field of Corporate Secretarial and Legal Affairs, enabling me to contribute to organizational goals while offering an opportunity for growth and advancement in terms of knowledge, acquisition and career development quick in adapting things, good decision making and good communication skill.

PROFESSIONAL SUMMARY: EXPERIENCE 3 YEARS 5 MONTHS

- Worked at A.H.K & Company -
 - ROC related work
 - Filing of AOC-4
 - MGT- 7
 - DIR-3 KYC
 - MGT-9
 - Company Incorporation
- Worked at Vedant Enterprises -
 - Income Tax Filing
 - GST
 - GST Registration
 - GST Return
- Worked at Fastinfo Legal Services Private Limited -
 - As accounts and back-office executive with the team incorporation and compliances work.

ACADEMIC DETAILS:

Company Secretary Executive Level (Old Syllabus) cleared Group II.

Degree	Year of Passing	Name of the Institution	Board/ University	Marks
L.L.B	Currently	Sarsuna Law College	Bankura University	(1 st Sem)63% (2 nd Sem)67% (3 RD Sem)65% (4 th Sem)70%
B. Com (Hon ours)	2014	G.S Lohia Girls College (Tinsukia, Assam)	Dibrugarh University	62.04 %
12th	2011	Naharkatia College (Naharkatia, Assam)	AHSEC (Assam Board)	63.04%
10th	2009	St. Mary's Higher Secondary School(Naharkatia, Assam)	HSLC (Assam Board)	59%

COMPUTER PROFICIENCY:

- Proficient in the use of computers and can comfortably operate Windows based software like MS OFFICE.

PROFESSIONAL AREAS OF INTEREST:

- Legal and Compliance workforce

EXTRA – CURRICULAR ACTIVITIES:

- Participated in various activities in school and college level events
- Done certified course of GST .

SPECIAL INTEREST:

- Reading, Music, Swimming & Painting.

DECLARATION:

I hereby declare that all the information mentioned herewith are correct and true to the best of my knowledge. I understand that any misleading information will be manipulation of facts and may also lead to the cancellation of my candidature.

Date:

Neha Kamalapuri

