



# SHRUTI KATE



## Education

- HSC  
MAEER's MIT Junior College of Commerce and Science
- Graduation  
Kaveri College of Art Science and Commerce
- B.Com  
Pursuing Professional courses  
Institution of Company Secretaries of India



## Contact

- 8007179885
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- Kothrud ,Pune



## About Me

A hardworking and passionate towards Accounting and Company Secretary roles, always ready to assist the team in achieving the company's goals.

## Skills

- EXCEL
- GST
- KNOWLEDGE OF COMPANY LAW AND SECURITIES MARKET
- INCOME TAX
- TRADEMARKS
- REGISTRATION OF COMPANY



## Experience

### Internship 1

#### R.b.Surve And Co.

#### R.b.surve and co. is a tax consultancy firm

#### Achievements

During this internship, focus on Tally for recording transactions, generating financial reports, and understanding key accounting

### Internship 2

#### SK4ALL BIZSERVE Pvt. Ltd

#### (Vyapaar Seva Kendra )

Engage in Services includes Business Incorporation, registrations, Accounting & taxation

#### Achievements

During this internship, I gained experience in registering various types of trades, from small businesses to companies, and managing trademark registrations, including drafting objections to notices.