

Rekha Menon

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Objective

To advance in corporate secretarial, administrative and compliance positions with the long-term objective of being a chief compliance officer

Professional Summary

- Comprehensive compliance and administration knowledge
- Ability to recognize and handle sensitive and confidential information
- Methodical approach in collecting information, analyzing problems and finding innovative solutions
- Superior planning, organizational and time-management skills
- Ability to adapt and respond to changes
- Excellent relationship, team-building and communication skills
- Reliable, consistent, disciplined, results oriented, self-motivated, confident and capable of working both independently and in a team environment

Education

- **ICSA Graduate**, Institute of Chartered Secretaries and Administrators (2009)

The key domains in which a Chartered Secretary functions are as follows:

- Corporate Governance matters
- Director/Officer/Shareholder matters
- Compliance/Regulatory matters
- Financial matters

- **Bachelor of Commerce** (Finance and Management Accounting), Calicut University (2004)
- **Company Secretary**, (Membership No : 20195), Institute of Company Secretaries of India (2007)

Organizational Experience

Compliance Officer, AMDOCS (2007)

Amdocs Limited is a provider of software and services for billing, customer relationship management and operations support systems

- Researched, interpreted, and applied corporate laws while monitoring changes in regulations as a result of which there was closer harmonization of company standards with existing industry standards.
- Responded to inquires from regulatory authorities including government bodies and stock exchanges and thereby helped the Company in complying with the existing regulations.
- Drafted resolutions and agendas for board and committee meetings, maintained the governance

calendar for board of 14 directors, and assisted in the maintenance of corporate records and minutes as a result of which the administrative duties of the legal and compliance department was streamlined.

- Provided back-up support for insider reporting and filing with securities regulator as a result of which there was a closer harmonization with existing securities legislation
- Incorporated subsidiaries, including drafting of articles of incorporation, by-laws, organizational minutes and preparation of certified documents
- Assisted in settlement of Investor grievances thereby improving the Company's image in the eyes of shareholders.

Compliance Officer, Kinetic Group (2007)

Kinetic group is an Indian manufacturer of scooters, motorcycles, and mopeds.

- Managed annual report development by overseeing content writing, agency management, and liaising with internal stakeholders, the result of which was a well-regarded and effective annual report that represented the company's performance for the previous year.
- Participated as member of resolutions committee by writing and organizing resolutions for adoption at board meetings and AGM, as a result of which Board and delegate resolutions were clearly articulated, recorded and passed.

Compliance Officer, Orchid Chemicals & Pharmaceuticals Limited (2005 – 2006)

Orchid is a globally recognized, integrated pharmaceutical company with core competencies in the development and manufacture of active pharmaceutical ingredients and finished dosage forms as well as in drug discovery.

- Advised chairman and chief governance officer on best practices for improving board and management interaction as a result of which both parties re-evaluated their approach to engagement among the board members and management.
- Maintained and monitored compliance programs and processes.
- Submitted substantial shareholder filings and other similar regulatory notices
- Assisted with responses to regulatory inquiries and preparation for regulatory audits
- Assisted with share transfers, related matters and dealt with share registrars and depositories

Computer Proficiency

Operating Systems: Windows NT, Windows 2000 Server

Project Management Tools: MS Excel, MS Power point MS Word

Accounting Packages: Tally

Browsers: Netscape, IE, Firefox

References upon request