

**Rekha C. V. Menon**

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**Job Objective**

To work in a result oriented, dynamic environment, providing ample opportunities for value addition to the organization, and providing challenges and opportunities for sustainable personal growth.

**Professional Summary**

- Nearly 2 years of experience in the areas corporate law and compliance across pharmaceutical, manufacturing and information technology multi-nationals.
- Strong analytical skills with the ability to analyze business practices and define and document optimal procedures or practices.
- An effective communicator with exceptional relationship management skills and proven ability to relate to people at any level of business and management and significant experience working with steering committees and other top management.
- Conducting General and Board Meetings: Preparing and circulating agenda and related material to directors before the meeting
- Settlement of Investor Grievances: Dealing with investor grievances pertaining to non – receipt of annual report, dividend, share certificates and related documents
- Preparation and filing of various Forms under Companies General Rules and Forms.
- Drafting of agreements: Pertaining to sale/purchase of land, machinery and other equipments, canteen contracts, loan agreements and other agreements relevant to the requirements of the Company
- Corresponding with Stock Exchanges in matters pertaining to listing, in – principal approval, GDR Issue, Bonus Issue, preferential allotment and also complying with the listing agreement.
- Global Depository Receipt Issue: Corresponding with Lead Banks, conducting due diligence with regard to this, preparing offering circular and getting it printed, obtaining listing approval from Luxembourg Stock Exchange and ensuring final allotment.
- Bonus Issue: Complying with SEBI Depositors and Investor Protection Guidelines, computing the number of shares to which each shareholder is entitled, making arrangements for postal ballot and dealing with odd lot shares
- Share transfers
- Providing advice and guidance on matters pertaining to Corporate Governance

**Software Skills**

Operating Systems

Project management tools

Accounting packages

Browsers

Windows NT, Windows 2000 Server

MS Excel, MS Power point MS Word

Tally

Netscape, IE, Firefox,

## Organizational Experience

**Financial Analyst and Company Secretary,**  
**Company : AMDOCS India PVT LTD.**

July'07 – Sept '07

**Company Details:** - AMDOCS is a growing, profitable public company (NYSE: DOX), with revenue of \$2.84 billion in fiscal year 2007 and workforce of more than 16,000 professionals in more than 50 countries.

Work Profile :

- Conducting the various Board and Committee Meetings and preparing of minutes
- Compliance with the Corporate Laws
- Drafting agreements and Contracts
- Corresponding with the regulatory authorities
- Legal Compliances
- Financial Analysis
- Providing guidance and advice to the Board on Corporate Governance compliances
- Corporate Administration

**Assistant Company Secretary,**  
**Company : Kinetic Group (JHS Taigene Electrical**  
**Company Private Limited)**

Apr'07 – Jun'07

**Company Details:** - Kinetic Group, its Asia Pacific subsidiary, TouchIT Technology Development LTD, Beijing China and industry partners are recognized leaders in the areas of biometric sensor design, fingerprint access/control/authentication and algorithm development, wireless communications, database design, IT security, systems integration and applications development.

Work Profile :

- Involved in the procedure for creating a joint venture
- Conducting the various Board and Committee Meetings and preparing of minutes
- Compliance with the Corporate Laws
- Drafting agreements and Contracts
- Corresponding with the regulatory authorities
- Providing guidance and advising the Board on Compliances with Corporate Governance
- Settlement of Investor grievances

**Trainee Company Secretary,**

Apr'05 – Jun '06

**Company: Orchid Chemicals & Pharmaceuticals Limited, Chennai.**

**Company Details:** - Orchid Chemicals and pharmaceuticals is a globally recognized, integrated pharmaceutical company with core competencies in the development and manufacture of Active Pharmaceutical Ingredients (APIs) and Finished Dosage Forms as well as in drug discovery. Orchid is a leader in the use of environment friendly technologies. Orchid has invested substantially in zero-discharge manufacturing processes at its facilities and is considered a national show-case in environmental friendliness.

Work Profile :

- Dealing with law suits involving Trade mark laws and Intellectual property rights
- Due Diligence as a part of GDR issue
- Arranging postal ballot for Bonus issue and dealing with odd lot shares
- Compliance with the amended clause 49 of the Listing Agreement: Preparing a report on the requirements of the amendments made in Clause 49 and suggestions for complying with the same
- Compliance with MCA 21, launched by the Ministry of Company affairs: Attending seminars conducted by the Institute of Company Secretaries of India on MCA 21 and making arrangements for complying with the new requirements for the same
- Settlement of Investor grievances
- Corresponding with Stock exchanges and other regulatory authorities

### Education

Degree	University	Marks Scored	Significant Achievement
Company Secretary (Membership No : 20195)	Institute of Company Secretaries of India	53%	Secured all India 21 <sup>st</sup> rank in CS foundation exam
Bachelor of Commerce	Calicut University	83%	Secured 5 <sup>th</sup> rank in the University
Pre – Degree (Equivalent to 12 <sup>th</sup> )	Calicut University	86%	Secured 2 <sup>nd</sup> rank in the University
S.S.L.C (Equivalent to 10 <sup>th</sup> )	Kerala State Board	95%	Secured 20 <sup>th</sup> rank

### Personal Details

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Date of Birth : 6<sup>th</sup> Nov 1983