Sohail.216648@2freemail.com

 Sohail

 Secretarial Affairs/Governance Professional

 “Whatever you are, be a good one”

**Specialization:**  Secretarial Affairs Specialist, Business Consultancy expertise in Financial Management, Tax planning , internal Audit and Strategic Management, Corporate Secretary Ship (Co Sec), and Corporate/Regulatory Affairs.

**At a Glance**

**Work Experience-Highlights:**

* Hyphen Consultancy (Pvt) Ltd –Islamabad.
* Pakistan Tobacco Company Ltd
* Fauji Fresh n Freeze Ltd
* Nayatel (Pvt) Ltd
* Fauji Fertilizer Company Ltd (FFC)

**Education:**

* MBA (Executive) –UK /PG Diploma in Business Administration.
* BSC (Hons) in Leadership.
* Alumni of ICSA London.
* Corporate Strategy (LUMS)
* Diploma in Company Law.
* Business Process Designing and Improvement ( Dubai)
* Tax planning (SDPI)
* Event Management Skills
* Certification in investors Relations (South Asian Federation of Exchanges)

**Computer Skills:**

* Presentation skills using flash tools & 3D features.
* Microsoft word office

**Language Skills Level:**

* **English:** **0 0 0 0** 0 (IELTS : 7)
* **French :** **0 0** 0 0 0

**Profile –Snapshot:** (A Blend of Exposure & Experience)

 Proven expertise secretarial affairs, Business Consultancy / analysis, corporate Governance, Corporate &Regulatory Affairs 10 years of multi-industry experience, including fertilizer, processed food, tobacco, telecom & Consultancy. International work experience with United Nations within multinational secretariat.

 Alumni of Leeds Becket University Leeds – UK **&** Alumni of Co Sec development program –Institute of Corporate Secretaries & Administration (ICSA) London.

 Formal business education from UK and Dubai.

 Excellent record of service throughout the career.

**Expertize Window**

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| **Expertize**  | **Deliverables**  |
| Secretarial Expertise & Experience.(Pakistan , Australia , Indonesia ) | **A**round 15 years’ experience of working in Secretarial field.**M**ulti sector & multi industry secretarial experience **W**orked in large organizations in Pakistan and abroad.**P**roven expertise in Corporate **S**ecretariat, Government Sector and Multinational Secretariat Affairs.Skill Areas : 1. Internal Communication
2. External Communication
3. Stakeholders’ effective engagement & management.
4. Event Management
5. Corporate Meetings to Include “Board of Directors Meetings, Annual General Meetings, Executive Committee Meetings, Steering Committee Meetings,
6. Training Events: Workshops, Seminars.
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| Business Consultancy  | **S**trategic Management, Business Process Development, Business Analysis, Corporate Governance & Dev of VAT implementation Strategy /app for the GCC.**Projects:** Development of Strategic Business Plan for Health care Commission of KPK province in Pakistan**.** |
| Corporate Governance (CG) Corporate Secretariat Working / Company Secretary ship  | 1. Educated from UK and earned distinction in CG at Masters Level.
2. Participated in numerous ICSA CG conferences in UK (Home of CG).
3. Submitted paper at conf in Germany on “CG in emerging markets”.
4. Managing Corporate Secretariat with multidimensional roles to include engagement with external stake holders, Investors, Shareholders, Government offices, international partners etc. Corporate Secretary Ship in one the largest business groups in Pakistan – Fauji Gp.

With Outstanding Record. |
| **Board of Directors Affairs** | 1. Statutory /Corporate Meetings Experience:
2. Conducted :(AGMs/EOGMs: 15), (BODs Meeting: 60), (BOD Committee Meetings(Including ACM) :90 ) (Steering Committee Meetings 10) , (Executive Committee Meetings: 20)
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| **Project Management, Corporate / Regulatory Affairs** | 1. Worked in two leading companies in Tobacco and telecom sectors in Pakistan.
2. Headed New Projects Development and Regulatory Affairs Department in Nayatel (Pvt) Ltd Company-which is declared as the fastest growing company in Pak by the Harvard Business School Review. Worked on expansion of business in new markets with same products.
3. Worked in Pakistan Tobacco Company on a short term project related to corporate /external affairs with excellent achievements.
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| **Finance & Accounting.** | 1. Achieved distinction in the subject from UK in Masters Program.
2. Worked on development of smart methodology with unique deliverables for implementation of VAT in GCC.
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| **Marketing**  | 1. Worked with one of the highly rated dynamic company Primark on a marketing assignment as part of MBA Executive in UK.
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**Corporate Work Experience -From recent to former**

* **Hyphen Consultancy (Pvt) Limited –Islamabad .** Corporate Secretariat Affairs, Strategic Management, Corporate Governance & GCC- VAT (Development of implementation methodology and App)
* **Pakistan Tobacco Company Ltd – (Subsidiary of British American Tobacco –MNC)** .Worked in Legal & External Affairs Department in HO secretariat. **Achievement:** Successfully completed the assigned projects.
* **Fauji Fresh n Freeze limited (2016)-**A start-up processed Food Company.
	+ **Position**: Head Corporate Secretariat / Co Secy
	+ **Duties/ Achievements:** Internal & External Communication, Stakeholders management, Compliance, corporate governance, Internal Control , coordination with group /parent company, corporate meetings, etc.
* **Nayatel (Pvt) limited (2015)**
	+ **Position:** Head of new projects and regulatory affairs.
	+ Duties/**Achievements:** Successfully engaged strategic partners for business development and effective engagement with regulators/stakeholders to safeguard Company’s interests. Successfully expanded company business in to new markets with same products.
* **Study Break 2014/2015:** Attended MBA (Exec) in Leeds - UK.(Exposed to business strategies , risk management & governance practices of world’s leading companies e.g Primark, Tesco, Coca Cola etc.)
* **Fauji Fresh n Freeze (2013/2014).**
	+ **Position.** Appointed as first head of Corporate Secretariat & **Coy Secy** of the Company, after acquisition of the food project by the Fauji Fertilizer Company Ltd (FFC).
	+ **Duties / Achievements:** Successfully engaged regulators/stakeholders to settle complicated statutory /legacy issues. Manage the Company’s Secretariat, internal & external communication and coordination, Developed company’s secretariat SOPs, risk management procedures, governance and internal control processes, redo company’s constitution & articles of associations. Electronic shares transfer at CDC and frequently issued right shares during project completion phase. ERP implementation.
* **Fauji Fertilizer Company Limited (FFC)(2008-2013).**
	+ **Position :** Manager Secretariat Affairs.
	+ **Duties / Achievements:** Corporate secretariat functions, internal & external communication, CSR, risk management, handling Board affairs with foreign directors’ onboard, compliance, development of Coy’s first Sustainability Report in-line UNGC Initiative criteria.
	+ Got outstanding grading for consecutive five years.
	+ FFC was continuously adjudged as top company by the Stock Exchange for 3 consecutive years from 2011-2103 on best compliance and governance practices**.**

**Earlier Experience**

* United Nations Organization
	+ **Position:** UNO Observer. Worked on key assignments in international/multinational secretariat.
	+ **Duties/Achievements:** Manned multinational UNO secretariat located at Dili Timor Leste /Indonesia with responsibilities extended to Australia & Indonesia. Successfully handled complex problems & multi-jurisdictional development, reconstruction and security challenges.
	+ Awarded UNO Commendation on outstanding performance.
* Pakistan Army
	+ Served as Commissioned Officer,Qualified highly competitive Army Command & Staff Course (Psc) – BSC (Hons) .Outstanding profile with Officer Efficiency Index (OEI) above 80.
	+ Worked in large secretarial at army level & Instructor at leadership school.
	+ Opted for early release in 2007 and switched to corporate sector.

**Education/Courses:**

* **MBA –Exec/PG Diploma in Business Administration:**  Leeds Beckett University (2014-15) (Leeds City Campus –UK) Awarded distinctions in Corporate Governance and Fin & Accounting.
* Strategic Skills for Co Sec from (ICSA) , London Campus - UK**.(2013)**
* Qualified Business Process Developer –Dubai. **(2013)**
* Diploma in Corporate Law**.(2012)** Certification in Company Secretary Ship **2010**)
* Investors Relations Training from South Asian Federation of Exchanges (SAFE)(**2010)** Corporate Strategy from Lahore LUMS.**(2010)**
* Attended training on event management, communication skills, managerial skills, flash tools and 3D presentation skills in Pakistan Institute of Management.
* Training in Tax Planning etc-**(2016).**

**Strengths:**

* Foreign work experience, education and training.
* Proven Expertise in Secretarial Management, new project development, strategic management, company secretary ship & corporate affairs.
* Multi industry Experience.
* Expertise in Internal, external and corporate communications.
* Stakeholders Management.
* Excellent reputation. ( With References in UAE)

**Attachments:** Corporate Governance –Detailed Snapshot

(Note: All Degrees, Experience Certificates and References from previous Organizations can be shared, if needed.)