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**STEFFY** **STEFFY.373922@2freemail.com**

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| **Areas of Expertise:** |
| Corporate compliance |
| Enforcing regulation |
| Risk management |
| Internal audits |
| Best practice |
| Internal standardsAdministrationFinance Management |

## Personal Summary:

A capable and knowledgeable Compliance Officer who is well-versed in legal guidelines, administration and corporate governance best practices. To become and be part of reputed Corporates which offer ample opportunities for career and personal advancement where I can effectively utilize my knowledge and skill sets for achieving organizational goals and objectives

## Work Experience:

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| **Personal Skills:** |
| Passionate & Self-motivated |
| Forward & Creative thinking |
| Focused & Hard working |
| Independent & Adaptive |
| Time Management |
| Result Oriented |

**Propyl Packaging Limited Thrissur, Kerala, India**

Company Secretary cum Compliance Officer -Oct 2015-Oct 2017

## Achievements & Duties:

* Initiated in formation of Risk Management Committee, Stakeholder Relationship Committee, Employee Grievance Redressal Committee, Audit Committee as per the regulations
* Ensure the smooth and adequate flow of information within the company to facilitate other business operation
* Being the active member of all of the above committees, I have taken strong initiatives to implement various procedures to serve the purposes of committees successfully.
* Implemented strict policies and guidelines to take due care on the Instances of non-compliance which were reported earlier, thereby achieved Best Corporate Governance Practices.
* Constituted Committee as per The Sexual Harassment of Women at Workplace Act’13 and being Chairperson of the same committee, I have successfully executed Relevant regulatory requirements.
* I have coordinated with leading financial institutions for the arrangement of loan syndications which led company to meet its standard working capital requirements
* Provided corporate governance training to the employees of the company, give guidelines to the staff on their regular legal matters and advise Company’s top management on all corporate affairs
* Done investigation and reporting of non-compliance of rules & regulations applicable to the company and taken corrective measures to resolve and avoid similar occurrences in future
* I have been responsible for filing various documents/returns as required under the provisions of the Law and ensuring the compliance reporting thereon
* Signing Audited Financial Statements of the Company and reviewing the financial reports for the submission to authorities.
* Advising top-management on the applicability of new GST Act.
* Represented the company before the judicial and quasi-judicial authorities.
* Excel at resolving employer challenges with innovative solutions, systems and process improvements that increase efficiency, customer satisfaction and the bottom line.
* Arranging with the consultation of chairman the annual and extraordinary general meetings of the company and to attend such meetings to ensure compliance with the legal requirements and to make correct record thereof.

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|  | **Muthoot Mercantile Limited, Trivandrum, Kerala**Company Secretary cum Compliance Officer – Nov’14 to Oct’15Responsible for handling legal and Regulatory bodies like RBI, ROC and Stock Exchange. Structuring, negotiating & finalizing all kinds of business and amendments thereto in line with the strategies of foreseeing, anticipating & mitigating the risks and duties include:* Assisting with equity management, debt management, securities and taxation planning issues
* Conducting meeting of the stakeholders and ensuring the expectations of operational transparency to stakeholders while at the same time maintaining confidentiality of information
* Overall administrative and strategic advice to the Board of Directors whenever required and having supervision over HR and Finance Department
* Conducted due diligence audit of companies and submission of reports to Banks
* Prepared & submitted KYC documentation for company.
* Was handling insurance & banking related matters for the company
* Organize and supervise other office activities
* Ensure operations adhere to policies and regulations
* Keep abreast with all organizational changes and business developments
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| ‘- | **G Raman Pillai, Practicing Company Secretary, Kerala**Compliance Executive- July12 to Oct14’Responsible for handling Corporate Law and allied matters thereby diligently ensuring that the client companies are complying with all legal requirements as prescribed under various Acts and Rules. Duties include:* Drafting Agenda, Notices, Directors Reports and Minutes for Board/General meetings for various Companies and Filing of various e-forms with Central Government and Registrar of Companies
* Preparing and maintaining various Statutory Registers of Companies
* Conducted compliance audit for issuance of compliance certificates for various Public Companies and Private Companies
* Handling compliances under Foreign Exchange Management Act and Annual Performance Report etc.
* Preparation of various reports like quarterly/half-yearly compliance reports/certificates, Status Reports, Search Reports, Annual Returns etc. for Private and Public Limited Companies
* Drafting and filing of various petitions and allied documents for submission to Company Law Board / Regional Director
* Preparation and filing of final accounts of various Companies
* Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
* Assessing staff performance and provide coaching and guidance to ensure maximum efficiency

**Academic Qualifications** **ACS** The Institute of Company Secretaries of India- 2014 **B.com** M.G. University, Kottayam, Kerala-2011 **M. Com** M.G. University, Kottayam, Kerala-Pursuing**Personal Trivia**Date of Birth 21st May 1990Languages Known Malayalam,English  |
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