

RESUME

V. RAJKUMAR

**Plot No.20, 1st Floor, RP Rams,
Bhakthi Vedantha First Avenue,
Rayala Nagar 1st Main Road,
Ramapuram, Chennai – 600 089
Mobile No. 9941523739
e-mail: rajusecretary@gmail.com**

CAREER OBJECTIVE

To pursue a challenging career and to be a part of progressive organization that gives scope to enhance my knowledge, skills and to reach the pinnacle in my profession with sheer dedication and smart work.

CAREER PROFILE

- Qualified Associate member of Institute of Company Secretaries of India
- Ten years of experience as Company Secretary comprising, Two years in listed companies and Two year in Dubai, UAE
- Additional exposure in fund raising & Banking management.
- Various independent achievements during the tenure

AREA OF EXPERTISE

SECRETARIAL EXPERTISE

- ◆ Conducting Board Meeting, General Meeting and Committee Meetings
- ◆ Preparation of Notice, Agenda and Minutes for Meetings
- ◆ Maintaining Statutory Registers.
- ◆ Compliance of various Corporate Laws
- ◆ Compliance of Listing Agreement of Stock Exchanges & SEBI Regulations
- ◆ Compliance of Foreign Management Exchange Act during inbound investment and outbound investment
- ◆ Advising the Board on various legislative and regulatory amendments and its successful implementation.

- ◆ Preparation of Annual Report, Corporate Governance Report & Management Discussion and Analysis Report (MDNA).
- ◆ Dividend payment process
- ◆ e-forms filing & XBRL filing (MCA-21)
- ◆ Charge creation, modification and satisfaction
- ◆ Compounding of offence with Registrar of Companies and Reserve Bank of India.

LEGAL EXPERTISE

- ◆ Vetting & execution of Shareholder Agreement & Share Purchase Agreement and Loan facility Agreements
- ◆ Co-ordination with legal counsel, Auditors, Consultants and valuer.
- ◆ Negotiation for Loan settlement and agreement execution.

ACHIEVEMENTS

- ◆ Assisted in raising External Commercial Borrowing
- ◆ Drafted and implemented of Employee Stock Option Scheme (ESOP) and listed the options in stock exchanges.
- ◆ Handled merger of unlisted public Companies.
- ◆ Handled the full disinvestment and partial stake disinvestment of the Subsidiary and Associate Companies located in various Middle East and CIS Countries.
- ◆ Executed Settlement Agreement with an Aircraft Company in Germany and released the arrested Air craft engine.
- ◆ Executed Settlement Agreement with Air Craft Manufacturing Company in Brazil for recovery of advance payment made.
- ◆ Executed Settlement Agreement with Lenders and released various mortgaged assets.

REVERSE CHRONOLOGICAL DESCRIPTION OF EXPERIENCE

1. K Buvalaendran & Co
Designation: Associate
Dec 2015 to till date
2. ETA STAR GROUP, DUBAI, UAE
Designation: Manager – Corporate Affairs
Period: June 2013 to Sep 2015

3. SURANA GROUP OF COMPANIES, INDIA

Designation: Company Secretary

Period: January 2012 to May 2013 (1 Year and 6 months)

4. THINKSOFT GLOBAL SERVICES LIMITED, INDIA

Designation: Company Secretary

Period: November 2009 to December 2011 (2 Year and 2 Month)

PERSONAL INFORMATION

Date of Birth	:	26 th April 1981
Age	:	37 years
Marital Status	:	Married
Interests	:	Playing Chess and Swimming
Languages	:	Tamil, English and Hindi (To read, write and speak)

I hereby declare that the above mentioned information is true to the best of my knowledge.

Date: 11th September 2018

Place: Chennai

V. Rajkumar
Membership No: 26416