|  |
| --- |
| **NANTHINI MAYANDI**  Bachelors of Laws (LLB), University of London (2007)  ICA Certificate in Anti Money Laundering (2015)  Certificate in Contract Management, SIPMM Singapore (2013)  ICSA Finalist 2017 (estimated)  **Address** : 558 Yishun Avenue 6, #04-20 Lilydale, 568965, Singapore  **Tel** : +6581113631  **E-Mail** : [nanthini\_sm@hotmail.com](mailto:nanthini_sm@hotmail.com)  **Date of Birth** : 14 -Sept -1982  **Nationality** : Singapore Permanent Residence  **Languages Known** : English, Malay, Tamil |

****

**Objective:**

I am an Assistant Vice President with Maples Fiduciary Services, a leading international legal firm advising financial, institutional, business and private clients around the world. I bring along with me close to 10 years of broad experience in Legal, Corporate Secretarial and Compliance with various Property Development industries and Corporate Secretarial Service providers in Malaysia & Singapore. I am currently seeking out career enhancement opportunity with a renowned organization.

**PROFESSIONAL SKILLS:**

**Legal:**

* Experience in managing contract processes including drafting, evaluating, negotiation and execution of wide range of commercial contracts such as preparing/ drafting Power of Attorneys, Management Services Agreements, Share Holders' Agreement, Lease and License Agreement, Non-Disclosure Agreement, Shared Services Agreement, Commercial Property Acquisitions and Leases, Land Acquisitions and Lease, Service Agreements for Operations and etc.
* Experience in directing and determining litigation and resolution strategy for commercial, property and land disputes and preparing reports advising CEO, CFO and Managing Director of status of company legal matters.
* Serve as the liaison between corporate and external solicitors and facilitated exchange of information such as obtaining opinions on various legal issues from panel solicitors and assisting in coordinating litigation cases.
* Advise and coordinate relevant legal action that needs to be adhered to by various divisions in the Company in particularly Property and Business Development units.
* Conduct research on critical legal issues and to provide verbal and written advisory for the management’s consideration.
* Experience in handling official and legal documents, records and reports, file statements, and other information required by the organization’s by-laws and government laws and regulations.
* Independently negotiated on Land Acquisition matters with relevant Government Agencies in Malaysia.

**Corporate Secretarial:**

* Experience in handling full spectrum of Corporate Secretarial duties by managing portfolios of Singapore business entities that is administered on behalf of clients, dealing either directly with clients, Intermediaries or through contacts at International Banks located in Singapore and overseas.
* Advise clients on incorporation of new companies, statutory administration, business licenses, and related matters
* Ensuring statutory compliance which includes ACRA filing and maintaining statutory registers.
* Updating all licenses and Companies House records.
* Attending Board meetings, preparing agenda and drafting of minutes
* Preparation of AGM, directors and shareholders meetings
* Preparation of annual returns / annual validations
* Dealing with the transfer of funds or companies to or from alternative administrators
* Preparation of notices and resolutions for extraordinary business
* Experience in liaising with various Singapore Statutory Bodies (i.e. ACRA, IRAS, Ministry of Finance, Singapore Academy of Law & Foreign Embassies) on Legal & Company Secretarial matters

**Professional Experience:**

**MAPlES FIDUCIARY SERVICES (SINGAPORE) PTE. LTD.**

November2014 -Current

Assistant Vice President

* Corporate secretary management of companies in Asia Pacific throughout their life-cycle; including active management of a portfolio of companies in Singapore and Hong Kong, including in preparing and organising logistics for board meetings of a selected entity, participating in directors and shareholders meetings and preparing minutes of the meetings
* Ensuring external filings with government authorities are completed with statutory time limits
* Advise board of directors and shareholders on contractual, legal and regulatory requirements.
* Handling fund structures, compliance and client onboarding.

**BW LPG – (Singapore) – Shipping**

April2014 – November 2014

Assistant Manager (Legal & Corporate Secretarial)

* Administer the group’s subsidiaries and provide corporate secretarial functions to the group
* Attend and prepare for Board and Board Committee meetings
* Liaise with Oslo Stock Exchange and with shareholders on public company on listing matters
* Provide accurate and timely advice on a range of legal matters to all departments within the company and in particular general legal matters

**Jeeves Group (Singapore) – Offshore Trust / Corporate Secretarial**

June 2011 – April 2014

Assistant Manager (Legal & Corporate Secretarial)

* Lead the firm’s corporate secretarial practices by managing and maintaining portfolios of Singapore business entities that is administered on behalf of clients
* Manage over 200 portfolios of high net worth individuals (HNWI) mainly from Europe, Russia, Latin America, Australia, Indonesia, Hong Kong & Taiwan, dealing either directly with the clients, Intermediaries or through contacts at International Banks located in Singapore, U.S. and Switzerland.
* Advise clients on company formation, company statutory administration, work passes, business licenses, and related matters
* Drafting and reviewing of commercial contracts / agreements and Board Director’s Resolution in accordance with client’s instruction and ensuring the same are in compliance with the Legal Requirement in Singapore.
* Handle official and legal documents, records and reports, file statements, and other information required by the organization’s by-laws and government laws and regulations.
* Provide advice and legal support for all corporate legal matters.
* Ensure statutory compliance which includes ACRA filing and maintaining statutory registers.

**Penang Development Corporation** **(Malaysia) – Property Development**

September 2009 – May 2011

Legal Counsel

* Managed contracts process, including negotiations, dispute resolution and collections for commercial property acquisitions and leases, land acquisitions and leases, vendor agreements, confidentiality agreements, service agreements for operations.
* Drafting, reviewing a variety of commercial contracts, obtain opinions on various legal issues from panel solicitors and assist in coordinating litigation cases.
* Advise and coordinate relevant legal action that needs to be adhered to by various divisions in the Company in particularly Property and Business Development units.
* Direct and determine litigation and resolution strategy for commercial, property and land disputes; prepare reports advising CEO, CFO and Managing Director of status of company legal matters.
* Served as the liaison between corporate and external solicitors and facilitated exchange of information.
* Conduct research on critical legal issues and to provide verbal and written advisory for the management’s consideration.
* Independently negotiated on Land Acquisition matters with relevant Government Agencies.
* Uphold and protect the Company’s interest in all legal matters and ensure adherence to the statutory, regulatory and internal corporate requirements.

**PJ Development Berhad (Malaysia) - Investment Holding and Property Development**

May 2008 – September 2009

Legal & Company Secretarial Executive

* Drafting legal contracts and other commercial agreements and providing general legal advice and follow up on agreements and other legal matters to completion.
* Assist the Company Secretary in the arrangement of Board of Directors’ meetings including arrangement on the preparation of the agenda papers and following-up on the matters raised during the meetings as well as convening of AGMs and EGMs.
* Monitor intellectual property of the company.

**Anuarul, Azizan & Chew (Malaysia) - Corporate Services**

Jun 2007 – May 2008

Legal & Company Secretarial Assistant

**EDUCATION SUMMARY:**

Current : Institute of Chartered Secretaries and Administrators (ICSA)

*Taxation and Financial Accounting (Merit)*

(Currently pursuing four Final Professional Papers)

2015 : ICA Certificate in Anti Money Laundering

2012 : Certificate in Contract Management, Singapore Institute of Purchasing and Materials Management

2004 - 2007 : Bachelors of Laws (LLB), University Of London

**TECHNICAL SKILLS:**

* Microsoft Word, PowerPoint, Excel, MS office, Outlook

**ADDITIONAL INFORMATION**

Availability Date : Two months’ notice

Current Salary/Allowance : SGD7315.00

Current Bonuses : Performance (~2 month)

References : Available on request