**Name : Kanchana Boopalan**

**Gender : Female**

**National : Indian (Singapore PR)**

**Current drawn Salary : SGD 10,230 + Bonus**

**Expected Salary : Negotiable**

**Notice Period : Immediately Available**



**EDUCATION DETAILS**

**National Law School of India University (NLSIU), Bangalore, India 2004**

Master in Business Law

**Bangalore University, India 1998**

Bachelor of Commerce

**PROFESSIONAL QUALIFICATIONS**

**The Institute of Company Secretaries of India, India 2003**

Associate and Member

**Institute of Chartered Secretaries and Administrators, London 2009**

Associate and Member

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**PROFESSIONAL EXPERIENCE**

**Citco Singapore Pte. Ltd., Singapore (Jan 2009 – Jun 2015)**

**Director, Legal In Corporate, Trust & Funds Services**

* Manage and administration of company secretarial and compliance aspect of client companies with different lines of business like private clients, trust structure, Real Estate Investment Funds / Private Equity clients, Structure Finance clients, Corporate clients and Multinational clients.
* Ensure internal and external statutory compliance for companies. Act as Director and Company Secretary for different types of Business structure. Attended various meetings in this regard.
* Approval of Fircosoft alerts for compliance purpose.
* Part of the Management team, one of the Director and involved in administration of Citco Singapore, a MAS licensed company for trust business.
* Supervision of accountants, company secretarial and admin staff members.

**National University Of Singapore (Sep 2007 – Dec 2008)**

**Research Student – Accounting And Finance Department**

* Assisted Professor Anand Srinivasan on the paper relating to Insolvency Law - Liquidation process of Companies and status of Private credit and Public credit in South East Asian Countries.

**Robert Wang & Woo Llc, Singapore (Dec 2007 – Jul 2008)**

**Legal Executive**

* Gained understanding of the Singapore company law requirements and handled work related to legal and corporate Secretarial matters; Handled due diligence and assisted in drafting announcements; IP related matters- Trademark and Copyright; Vetting of legal documentations for corporate and commercial matters.

**Elf Gas India Ltd. (Total Group – French Mnc), Bangalore, India (Jan 2006 – Jun 2007)**

**Assistant Manager – Finance, Legal And Company Secretary**

* Work related to Finance, Banking, KYC, Due diligence, Secretarial and Legal
* Holding Board Meetings and Annual General Meetings. Drafting all post meeting documents, handling required reporting, implementation of decisions, liaising with Registrar of Companies and Central Government on various matters.
* Ensure various compliance relevant to the company under the Companies Act and Foreign Exchange Management Act as well as the internal compliances as per the company’s established policies and procedures.
* Drafting and vetting of agreements and other legal documents for marketing, finance and operating divisions of the company. Compliance with internal and external requirements including financial and other regulatory requirements. Legal cases – Action plan, Initiation of legal proceedings like sending of notices and other required follow-up.
* Handled Finance and Treasury operations, organizing and chairing credit committee meetings, booking Forward cover contracts, making import payments and duty payments, liasing with various banks including Multi-national banks like Calyon Bank, Citibank, BNP Paribas on all these aspects. Putting in place procedures and implementation of the same.
* Supervision of 2 staff members.

**Titan Industries Limited (Tata Group Company), Bangalore, India (Feb 2003 – May 2003)**

**Management Trainee**

* Management training in Corporate laws, Foreign exchange laws, IP laws and Finance related matters.
* Preparation of various documents and corporate governance report for physical board meetings and AGM, post board meeting compliance with local Stock Exchange, handled project for delisting of shares from MSE.
* Trademark registration and protection of trade-marks and copyrights and ensured related ongoing compliance and liaising with various authorities.

**Registrar Of Companies, Bangalore, Karnataka, India (Jun 2003)**

**Management Trainee**

* Hands on experience on various filings required under Companies Act and FEMA and Securities Exchange Act.

**Indian Statistical Institute, Bangalore, India (Jun 1997 – Jan 2006)**

**Executive To The Head Of The Institute At Bangalore, India**

* Handled internal compliance to policies and procedures, internal audit, budget, secretary for the advisory meetings, internal administration and HR matters.

**ACHIEVEMENTS**

* Arranged and successfully complied with all the requirements necessary for implementing MCA-21 in Company (It is a e-filing & e-approval scheme introduced by the Government during 2006).
* Formulating proper investment pattern.
* Proper planning and booking forward covers towards import / export payments.
* Successfully chaired meetings and made effective presentations on behalf of the department, whenever required.
* Cleared various backlogs and prevented penalties.
* Handled internal and external compliance matters effectively.

**To sum it up:** Proper implementation of policy decisions of management and the external agencies thus facilitating smooth work flow, strict compliance, avoiding legal hurdles and penalties, enabled management to take timely and quick decisions.

**SKILLS**

**Package:**

* MS OFFICE 97

**Database:**

* Viewpoint and Fircosoft for compliance