

Robert Smith

Associate Corporate Secretary

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SUMMARY

A Corporate Secretary with corporate and legal administrative experience in the mining industry, including international mining companies. A detail-oriented, meticulous professional with a proven track record.

SKILLS

Technical Skills, MS-Office.

WORK EXPERIENCE

Associate Corporate Secretary

ABC Corporation - February 2011 – August 2015

- Maintained executive calendars and coordinated meetings.
- Drafted correspondence and memos on behalf of the executive leadership team.
- Collaborated with administrative staff on planning and coordinating special events.
- Prepared payroll change notices and related documentation.
- Set up and maintained departmental files, including personnel records.
- Assisted personnel with mobile devices as needed.
- Attended pre-bid, bid openings and construction meetings.

Corporate Secretary

Egyptian Finance Company - 2008 – 2011

- group of 16 Companies) handling all Companies Official Registers Updates and Renewal of all Companies Documents (Commerical Register, Tax Card).
- Correspondence with Banks and Update of Power of Signatures for Bank.
- Acting as the Companies Archeive.
- Updating and keeping records of Companies sharholdings and percentage, reflecting any sale of shares in Companies Structure.
- Acting as Relation investees representative with Governmental Petty Cash In & out mail Relation with auditors, Investment Authority, Capital Market, Stock exchange and Central Depositary Handling Board of Directors ang General Assembly Meetings for the group of Companies.
- Capital Increase of Companies handling all related papers from extending the invitations till reflecting the increase on the official books and statutes..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Certificate in Supervisory Management - (Mohave Community College - Bullhead City, AZ)