

# N. SHANKAR

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**Address:** 304, Pocket-5, Mayur Vihar, Phase-I, Delhi – 110091, India | **Nationality:** Indian

**Gender:** Male | **Marital Status:** Married | **DOB:** 16-06-1967 | **Linguistic Ability:** English, Hindi & Tamil

## PERSONAL STATEMENT

Senior-level compliance management position desired within a dynamic organization, leveraging extensive experience and expertise in Ethics Training, Company Secretarial duties, Payment Processes, Budget Control and Administrative Support to ensure adherence to the highest standards of corporate governance.

## PROFILE SUMMARY

- Results-oriented professional with three decades of experience in Legal coordination & 3 years of experience in Compliance Training and Management.
- Skilled in training employees on ethical business practices.
- Handled Company Secretarial matters & expertise in drafting of Board Agenda & Minutes.
- Coordinated with Board Members for convening Board & Annual General Meetings.
- Handled Legal Compliance Tool as an admin and provided support in generation of periodical Compliance Report
- Provided support to the users in resolving issues and arrange to provide training
- Expertise in internal controls, policies and procedures.
- Demonstrated ability to collaborate with cross-functional teams, senior executives to ensure compliance with regulations.
- Handled preparation and control of budget, Purchase & Payment Process for Legal Function.
- Excellent communication skills, with experience in presenting to executive management and the board of directors.
- Proactive problem solver with a keen ability to anticipate potential issues and develop solutions to mitigate risks.
- Ability to adapt to changing environments and effectively manage compliance requirements for multiple jurisdictions.

## AREA OF EXPERTISE

- |                                     |                              |                           |
|-------------------------------------|------------------------------|---------------------------|
| ➤ Legal Coordinator                 | ➤ Vendor & Supply Management | ➤ FRRO Registration       |
| ➤ Code of Business Conduct Training | ➤ Payment Process            | ➤ MS Office               |
| ➤ Company Secretarial               | ➤ Budget Management          | ➤ PowerPoint Presentation |
| ➤ Calendar Management               | ➤ Issue Resolution           | ➤ Meeting Coordination    |
| ➤ Travel Planning                   | ➤ Organize Events            | ➤ Office Administration   |
| ➤ Expense Reporting                 |                              |                           |

## PROFESSIONAL EXPERIENCE

**Hindustan Coca-Cola Beverages Pvt. Ltd.,** 2008 - Current

**Growth Path:** Manager-Compliance reporting to General Counsel | Jan 2020 - Present

**Manager-Legal reporting to Executive Director – Legal & Corporate Affairs, South Asia** | Sep 2008 - Dec 2019

### Key Deliverables

#### Support to the Function

- Provide support in the preparation of the annual budget for the department, including tracking actual expenses against budgeted amounts.
- Update and maintain company secretarial data in the GEMS portal, ensuring accuracy and completeness for all Indian entities.
- Consolidate and maintain critical records, ensuring that they are easily accessible and up to date.
- Coordinate with all zones for timely submission of monthly reports, ensuring completeness and accuracy of the information provided.
- Consolidate and provide monthly accruals to Finance, ensuring that all relevant expenses are accounted for.

#### Advocate / Vendor Payments

- Creation and activation of vendor accounts of Advocates/Law Firms
- Prepare and process Purchase Requests for the issue of Purchase Orders
- Process and timely payments of invoices from Advocates / Law Firms

#### Support to ED-Legal & Corp. Affairs, South Asia / General Counsel

- Manage calendar and Coordinate for scheduling various internal & external meetings
- Make travel arrangements, prepare & submission of reimbursement, travel, and other claims –Prepare presentations for various management meetings.

## Corporate Governance

- Provide support in secretarial matters for India, Bangladesh, Nepal, and Sri Lanka, ensuring compliance with all relevant laws and regulations.
- Coordinate with the office of the Directors in India and Company Secretaries of Nepal, Bangladesh, and Sri Lanka to prepare the Annual Board Meeting calendar, ensuring that all necessary meetings are scheduled in a timely manner.
- Provided support in:
  - preparation and circulation of Resolution by Circulation
  - preparation of Board Agenda folders & Annual Reports
  - convening the Board & General Meetings
- Prepare draft Notices, agendas, and Minutes for Board and General Meetings, ensuring the accuracy and completeness of the information provided.

## Ethics & Compliance

- Impart Training on Code of Business Conduct to new joiners.
- Provide support to Ethics & Compliance Counsel in organizing Ethics Training for employees from Plants and other locations.
- Provide support to Company Secretary in the consolidation of the Quarterly Compliance List for submission to the Board.

**Spice Corp Ltd. | July - Aug 2008**

### Manager – reporting to Group President-Global Infrastructure

- Coordination with all the divisional heads and consultants on a daily basis.
- Collection and circulation of relevant information from the web/media on the industry.
- Coordination with Group Chairman's office for obtaining necessary approvals
- Responsible for all admin-related activities of the Group Chairman's office.

**SPICE COMMUNICATIONS LIMITED, Aug 2005 - June 2008**

### Secretary (Manager-level) to Group President

- Consolidate and prepare MIS reports for the Circles, ensuring accuracy and completeness of the information provided.
- Prepare presentations for the Group President, ensuring that they are well-organized and visually appealing for submission to the Board.
- Coordinate and oversee administrative functions necessary to support Executive Level Officers and other personnel, ensuring that all necessary details are taken care of.
- Schedule, plan, and organize meetings, events, travel, and offsite visits, ensuring that all necessary arrangements are made in a timely and professional manner.
- Coordination with PR agencies for a press conference/press release.

## PREVIOUS EXPERIENCE

### XEROX MODICORP LTD (Formerly known as Modi Xerox Ltd.)

Secretary to Executive Director-Legal & Company Secretary | Oct 2004 - Aug 2005

Secretary to Regional Director -North | Jan 2003 - June 2004

Secretary to Executive Director Marketing | Jan 1999 - Dec 2002

Secretary to Executive Director South Asia | July 1997 - Dec 1998

## NOTEWORTHY ACHIEVEMENTS

- Received Good Work Reward for outstanding performance in Modi Xerox Ltd.
- Received a letter of appreciation and a Memento from the President of Developing Market Operations, Xerox Corporation for outstanding performance
- Received Good Work Reward for outstanding performance in INAPEX Ltd.
- Received Good Work Reward for outstanding performance in HCL Ltd.

## EDUCATION

B.Com. | Bharathidasan University, Thiruchirappalli, Tamilnadu. | 1987

## TRAINING

- Attended the 'STAR' (Success Through Achieving Results) Program at HCCB.
- Attended Situational Leadership Program in HCCB
- Attended External Training Programs for Executive Assistants
- Attended 8 Days Training Program on 'Leadership Through Quality' conducted by Modi Xerox Ltd.
- Attended In-House Secretaries Training Program conducted by HCL Ltd.