
Assistant Company Secretary Resume

Job Objective

Seeking an Assistant Company Secretary position that offers an immediate challenge, career opportunity and advancement.

Highlights of Qualifications:

- Extensive experience of delivering administration support, corporate governance and clerical services
 - Sound knowledge of Companies Act and operation of Company Secretarial system
 - Operational knowledge of computers, Microsoft Office software and internet
 - Familiarity with handling of highly confidential and sensitive data
 - Ability to liaise with colleagues and assigned teams, in a collaborative manner
 - Ability to manage and execute all assigned tasks, efficiently and in a timely manner
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Professional Experience:

Assistant Company Secretary
Penn National Gaming, Inc., San Francisco, CA
August 2012 – Present

Responsibilities:

- Composed and provided company contract documents, annual reports, and other documents.
 - Produced and submitted e-Form and annual tax returns of the company.
 - Prepared and filed various financial forms and corporate documents at the office of Registrar of Companies.
 - Drafted and presented meeting minutes and statutory registers.
 - Built and retained positive relationships with investors, regulators, and vendors.
 - Tracked, controlled, and evaluated operational costs and expenditure of Corporate Secretarial function.
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Assistant Company Secretary
Rayonier Inc, San Francisco, CA
May 2009 – July 2012

Responsibilities:

- Scheduled and attended Board meetings and designated Committee meetings.
 - Prepared meeting minutes and recorded proceeding for review.
 - Drafted and submitted all annual returns and statutory documents, on time.
 - Delivered legal advisory support and presented status reports on company legal matters.
 - Supervised and monitored work activities of administrative officers in various branches of company.
 - Obtained and distributed information and instructions to company's senior management and personnel as directed by Chairman.
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Education:

Bachelor's Degree in Business Management
Hiwassee College, Madisonville, TN

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