



# SENTHIL KUMAR

Company Secretary – LLB | MBA - Finance | FCS



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LinkedIn

An expert in company Law and Legal interpretation with almost 12 years of distinguished experience in compliance while ensuring adherence to the highest standards of corporate governance. Proficient in legal administration of the company and a sound understanding of strategic goals and plans of the organization. Adroit in dealing with auditors, consultants and legal counsels, participating in board meetings and translating governance theory into appropriate frameworks and processes.

## SIGNATURE SKILLS

- CS Activities (Group Companies)
- Corporate Governance
- Fund Raising
- Policy Refinement
- Process Optimization
- Assessment of Risk
- Compliance Management
- Resolving Legal Issues
- Contract Management
- Crisis Management
- Technology Integration
- Litigation Management
- Training & Mentoring

## ATTRIBUTES

- Team Player
- Energetic Work Attitude
- Convincing and Inter - Personal skills
- Independent and Sound Judgement
- Attention to details
- High degree of initiative and drive
- Analytical, tact and diplomatic
- Multitasker & Sharp problem solver
- Potential to take up high responsibility

## ACADEMICS

- LLB (Bachelor of Laws) from Karnataka State Law University in 2013
- ACS (Associate Company Secretary) from Institute of Company Secretaries of India in August 2010 and
- Fellowship (FCS) from ICSI in May 2016
- MBA (Finance) from Karnataka State Open University in 2010
- B. Com (Bachelor of Commerce) from University of Mysore in 2006

## LEADERSHIP SNIPPET

Actively engaging with board of directors, statutory committees, senior management internally, providing cross solutions to issues in corporate compliance; defining business strategies, performing business analysis, internal control and assisting Management on decision-making. Leading the team in a wide variety of corporate transactions and financing activities, including joint ventures, dis-investment, cross border transactions and fund raisings. Experienced in handling litigation matter on consumer matters, land, industrial disputes, SARFAESI, , debt recovery, corporate insolvency resolution process under IBC, among many others.

In charge of the company secretarial matters for the Group Companies, subsidiaries and compliance policy. Expert in liaising with professional firms and regulatory authorities on legal, statutory compliance and corporate secretarial matters, internal control and compliance policy. Capable of developing and overseeing the systems that ensure the company complies with all applicable regulatory, statutory and internal , as well as an ability to make sound judgements in cases of conflict for the betterment of the organization.

## WORK EXPERIENCE

- Mar 2019 till now** AT & S INDIA PRIVATE LIMITED | *Company Secretary and Manager Legal*  
**Jul 2010-Feb 2019** Vikram Hospital Private Limited | *Company Secretary*  
**Oct 2008-Apr 2010** AT & S India Private Limited | *Management Trainee*  
**Dec 2006-Jul 2010** HDFC Life Insurance Limited and NJ India Investment Private Limited | *Financial Consultant*  
**Jun 2004-Dec 2005** M/S. APT SOLUTION(BPO) | *Shift in-charge and quality controller*

## BEYOND WORK - ACHIEVEMENTS

- Secured 2nd Place in elocution completion at regional level, 4th place in moot court competition at Chapter level and 3rd place in company law quiz at Chapter level
- Been a Chief co-coordinator for various event conducted by Mysore Chapter of ICSI
- Attended and participated in State level student conference (MILLAP) at Bangalore
- Been a member of BSHIP, a community-based business group
- Extended seminars, crash course and coaching classes on various subjects
- Been an office bearer, treasurer and Secretary of Mysore Chapter of ICSI
- Conducted career counseling at various colleges in and around Mysore
- Won Young Star, Superstar Title, Lakpathi contest and been Bronze club member

## OTHER QUALIFICATIONS

- NCFM: AMFI (Association of Mutual Funds of India)
- IRDA: Insurance
- Computer: Fair knowledge on MS office (Word, Excel and PowerPoint) and Tally
- Typing: English junior and senior typewriting certified from Karnataka Secondary Education Examination Board
- GST: Certificate Course conducted by ICSI in association with NIFM
- IPR: TM-G

## SIGNIFICANT CONTRIBUTIONS

**Mar 2019 - Till now | AT & S INDIA PRIVATE LIMITED** - A high-end printed circuit boards manufacturing company  
*Company Secretary and Manager Legal*

- Secretarial:**
- Advising Board Of Directors on various Corporate Secretarial operations including Secretarial standard.
  - Assisting the Board of Management for organizing periodic and timely board meetings, general meetings and committee meetings
  - Supporting Board of Management in drafting notice, agenda, notes on agenda and minutes of meeting
  - Ensuring compliance to the Corporate Laws - filing of forms, documents, maintenance of secretarial records among others.
  - Assisting CSR Committee in conducting their meetings and guiding them on CSR related matters
  - Ensuring adherence to highest standards of corporate governance
  - Active member of CSR Department which is an internal CSR activity implementing department of the company
  - Ensuring compliance with the Memorandum, Articles of Association and Secretarial Standards
  - Assisting group auditors, internal auditors and statutory auditors with periodic and annual audits
- Compliance:**
- Ensuring compliance to local laws and advice the management on risks and its mitigation
  - Advising Company on legal and procedural aspects under various laws of the country
  - Responsible for strengthening the compliance system in the organization through compliance software
  - Pioneering the effective implementation and managing third party vendor compliance management through software
  - Driving various compliance awareness programmes and designing compliance training for the employees, agents etc. of the Company
  - Actively contributing in strategizing solutions to address environmental, labour and industrial issues and social security schemes
  - Providing periodic reports/updates on changes in the various laws, their implications, recommending to implement changes and to safeguard the company against compliance violations
  - Minimizing penalties due to oversight / errors in legal and compliance matters pertaining to activities of various Departments;
  - Responsible for safe custody of the original agreements, contracts, major court orders, certificate of incorporation of company, commencement of business, licenses and approvals and all regulatory filings / reports, as applicable.
  - Key member in framing and implementation of Group Compliance Management System involving group companies located at various places like India, Austria, China, Korea, USA, Germany, USA, Taiwan and Japan
- Legal:**
- In-house counsel for all litigation and non-litigation matters
  - Working with various management levels to ensure effective legal administration
  - Advising various business functions on legal issues
  - Apply effective risk management techniques and offer proactive advice on potential legal issues
  - Drafting, reviewing and providing legal opinion on legal documents for a broad range of commercial transactions (including, sales, purchase, service contracts, lease, NDA's, scrap sale etc.)
  - Minimizing the impact of contract liability, easing contract processing and increase effectivity and efficiency
  - Fostering the legal understanding to various departments
  - Facilitating the handling of contractual and compliance matters with various departments
  - Supporting and to rendering general legal advice to Group Legal Department and administration of Contract review and Contract House Databases
  - Strategizing and formulating litigation strategy in line with commercial objectives of the Company
  - Drafting and vetting court pleadings, legal notices, responses to legal notices, objection statements etc. and briefing outside counsels and law firms, attending courts and other miscellaneous case works
  - Demonstrated ability to create legal defensive or proactive strategies
  - Handling labour issues in ALC, DLC, ADLC, Labour Courts, Industrial Tribunal and at High Court
  - Ability to interpret laws/find solutions to complex legal issues and efficiently handle litigations
  - Perform analytics on topics that address management concerns and prepare reports for management presentations
  - Acting as presenting officer for domestic enquires under industrial disputes
  - Active member of conciliation and mediation team representing before ALC, DLC and ADLC
  - Handling money suit cases in District Courts and High Courts; land issues in sub-registrar, district registrar and at IG office
  - Coordinating with external advocates on litigation matters and to derive the optimum synergies from them
  - Coordinating with regulatory bodies and with various Government Departments
  - Pioneering the effective implementation and managing litigation management system through cloud-based software
  - Deriving cost savings by conducting effective negotiations with external Legal Counsels/Firms;
  - Integrating technology for effective legal and compliance management
- Others:**
- Filing foreign Assets and liabilities on FLAIR platform,
  - Obtaining and renewing of Legal Entity and Identification (LEI) number
  - Addressing open issues at CIBIL and at NeSL
  - Resourcing persons and certified trainers for extending trainings on various legal aspects
  - Conducting Anti-Corruption and Anti-Bribery training program for employees
  - Conducted first of its kind workshop on the theme "Sustainable Business Practices" to the vendors of the Company
  - One of the signatories for banking transactions
  - Active member of POSH Committee

<b>Secretarial:</b>	<ul style="list-style-type: none"><li>Handled secretarial matters (including annual filings and returns) and compliances of 7 Companies and 2 LLP's</li><li>Handled disinvestment of company's investment in its subsidiary company</li><li>Handled 2 Legal Due Diligence and 1 vendor Due Diligence</li><li>Handled DEMAT process and interacting with DP and RTA for various corporate actions</li><li>Dealt with the corporate communications, collating information and making reports for various purposes</li><li>Acted as a repository for important documents and information of the Company</li><li>Handled UK and Singapore companies' secretarial matters</li></ul>
<b>Legal:</b>	<ul style="list-style-type: none"><li>Drafted, standardized and screened various legal documents including but not limited to contracts, agreements, MOU's and NDA to ensure the company's full legal rights.</li><li>Researched and evaluated different risk factors regarding business decisions and operations</li><li>Collaborated with management to devise efficient defense strategies</li><li>Reviewed matters relating to litigation and provided a better course of action to the business</li><li>Managed external lawyers and regulatory bodies</li><li>Attended courts and tribunal and represented the company before judicial authorities and other misc. case works</li></ul>
<b>FMEA</b>	<ul style="list-style-type: none"><li>Obtained FIRC and filed FCGPR, FCTRS and ARFLA</li><li>Guided management on various available channels and legal processes involved in foreign investments for new projects and expansions</li></ul>
<b>IPR:</b>	<ul style="list-style-type: none"><li>Guided management to protect creations and inventions.</li><li>Identified various names, logos and artistic work which are capable for getting registered under the trademarks and copyrights laws</li><li>Renewed the registered trademarks and carrying out trademark filings and trademark search reports</li></ul>
<b>Compliances:</b>	<ul style="list-style-type: none"><li>Ensured that the organization adhered to laws and regulations of the country</li><li>Obtained necessary licenses, renewals required under various laws and to monitor statutory compliances under applicable laws not limited to Shop and Establishment, Profession Tax, ESIC, PF, Water, Air, Noise, Hazardous waste, Factories Act, Petroleum, AERB, Narcotic Drugs, Bio-Medical Wastes etc.</li><li>Advised the Management and internal teams on applicable laws (Corporate Laws, Environmental Laws, Labour and Industrial Laws etc.) and provided Amendments with updates and reports on regular basis from time to time</li><li>Closely reviewed and monitored the activities of internal departments and ensured that all the critical activities and statutory requirements were adhered</li><li>Developed and administered Annual Compliance programs</li><li>Reviewed and evaluated compliance issues/concerns of the company and group companies</li></ul>
<b>Marketing:</b>	<ul style="list-style-type: none"><li>Guided the Management in building and enhancing brand value</li><li>Empaneled the sponsors (i.e. with the various corporate, insurance companies, TPA's and with other organization)</li><li>Actively worked on negotiation terms for providing healthcare services</li></ul>

## PERSONAL DETAILS

- Date of Birth: 01st June 1985
- Address:# 116, Giridarshini, 4th Main, 2nd Stage, 'M' Block, Kuvempunagar, Mysuru – 570023