

Linda Harris

Company secretary CV

AREAS OF EXPERTISE

Administrative processes
Company regulations
Compliance strategies
Maintaining statutory books
Intellectual property
Personnel administration
Corporate governance
Data protection

PROFESSIONAL

ICSA registered

PERSONAL SKILLS

Versatility
Enthusiasm
Attention to detail

PERSONAL DETAILS

Linda Harris
34 Made Up Road
Coventry
CV66 7RF

T: 02476 000 0000
M: 0887 222 9999
E: linda.h@dayjob.co.uk

DOB: 12/09/1985
Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A highly efficient and competent company secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions. Experience of attending meetings with company share holders and the board of directors and acting as a point of communication between them. Well presented and highly personable, with a deep knowledge of corporate regulatory and company rules. Excellent organizational skills, highly efficient and methodical with a good eye for detail.

Keen to find a challenging secretarial position with a successful and ambitious company that offers opportunities for career development and advancement.

WORK EXPERIENCE

Multinational Company – Coventry
COMPANY SECRETARY June 2008 - Present

Responsible for ensuring that the highest standards of administrative processes & corporate governance are both promoted and maintained, so that the business operates efficiently & in accordance with all statutory and legal provisions.

Duties:

- Responsible for all company secretarial functions, duties and responsibilities.
- Organizing, preparing agendas for, and taking minutes of board meetings.
- Monitoring changes in the business legislative and regulatory environment.
- Providing advice to colleagues and senior managers on administrative matters.
- Maintaining statutory books i.e. registers of members, directors and secretaries.
- Updating and maintaining all licences and Companies House records.
- Dealing with correspondence.
- Developing & implementing admin policies & procedures to improve efficiency.
- Involved in the creation of new companies and limited partnerships.
- Liaising with external regulators, solicitors and auditors.
- Preparing and filing dormant accounts.
- Maintaining all statutory registers and blueprint.
- Drafting minutes within set timeframes.
- Reporting in a timely & accurate manner on company procedures & developments.
- Ensuring the company complies with standard legal practice and maintains standards of corporate governance.

KEY SKILLS AND COMPETENCIES

- Strong organisational and time management skills.
- In depth knowledge of secretarial software, Outlook, Microsoft excel and Word.
- Excellent technical knowledge of UK Companies Acts.
- Excellent presentation, interpersonal & communications skills - both written & oral.

ACADEMIC QUALIFICATIONS

BA (Hons) Business & Social Administration
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry North School 2000 - 2005

REFERENCES – Available on request.

Copyright information - Please read

© This company secretary [CV template](#) is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site www.dayjob.com. However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: info@dayjob.com.