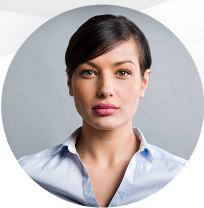


# OLIVIA SMITH

Company Secretary

✉ support@qwikresume.com    ☎ (123) 456 7899    📍 Los Angeles  
🌐 www.qwikresume.com



## PROFESSIONAL SUMMARY

Detail-oriented Company Secretary with 5 years of experience in corporate governance, compliance, and regulatory affairs. Proven track record in managing statutory obligations and enhancing organizational efficiency.

## WORK EXPERIENCE

### Company Secretary

Maple Leaf Consulting

- Reported to the Managing Director, overseeing compliance for a \$350 million electricity generator and trader.
- Ensured timely finalization and presentation of financial statements, enhancing transparency.
- Monitored statutory compliance across international offices and subsidiaries, mitigating legal risks.
- Conducted risk assessments and management strategies to safeguard corporate interests.
- Processed periodic reports and filings, maintaining accurate records for business entities.
- Facilitated incorporation and closure of business entities, ensuring adherence to legal requirements.
- Coordinated cost audits, identifying areas for financial improvement and compliance.

📅 Dec / 2020-Ongoing

📍 Toronto, ON

### Company Secretary

Summit Peak Industries

- Provided administrative support to the Executive Director, managing correspondence and scheduling.
- Assisted company officers during meetings, taking minutes and ensuring effective communication.
- Recorded monthly meetings with village officials, maintaining accurate documentation.
- Managed correspondence with banks, including account openings and drafting legal documents.
- Oversaw tax assessments and compliance, ensuring timely submissions and accuracy.

📅 Dec / 2019-Dec / 2020

📍 Denver, CO

## EDUCATION

### Bachelor of Commerce

University of Mumbai

Focused on corporate law, accounting, and business management.

📅 Dec / 2018-Dec / 2019

📍 Santa Monica, CA

## SKILLS



## ACHIEVEMENTS

- ★ Streamlined compliance processes, reducing filing errors by 30%.
- ★ Successfully managed over 50 board meetings, ensuring accurate minutes and timely follow-ups.