Meera Shah

Company Secretary

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Summary

Company secretary supporting board administration and governance records for a privately held services business. Coordinates meeting materials, maintains decision logs and follows up agreed actions with accountable owners.

Experience

Company Secretary, Example Westhaven Services

Apr 2020 - Present

London, United Kingdom

- Coordinated quarterly board packs, checking version ownership and the submission timetable with department leads.
- Maintained meeting minutes and an action register for six committees, tracking updates against agreed deadlines.
- Organised the annual governance calendar and escalated overdue inputs to the responsible senior colleague.
- Introduced a controlled document index that reduced time spent locating approved minutes during an internal review.

Governance Coordinator, Example Westhaven Services

Jan 2017 - Mar 2020

London, United Kingdom

- Prepared meeting timetables and collected departmental submissions for committee packs.
- Maintained the action tracker and sent agreed reminders to document owners.

Executive Office Assistant, Example Cedar Services

Jul 2015 - Dec 2016

London, United Kingdom

- Coordinated executive meeting logistics and maintained controlled correspondence records.

Education

BA Business Management

2011 - 2015

Example Rivergate Institute

Skills

Governance: Board administration, Minutes and action registers, Governance calendars, Document control

Collaboration: Committee coordination, Confidential records, Deadline tracking, Senior stakeholder communication

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/company-secretary-resume-sample