

Arjun Bhatia

Company Secretary and Compliance Officer

New Delhi, Delhi · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

Fellow member of ICSI with eleven years in corporate secretarial roles, the last six as Company Secretary and Compliance Officer of a listed mid-cap company. Manages board and committee processes, SEBI LODR and insider trading compliance, stock exchange disclosures and corporate actions. Has led a rights issue, a scheme of amalgamation and a clean secretarial audit record.

SKILLS

SEBI LODR · Insider trading code · Board governance · Stock exchange disclosures · Mergers and amalgamations · NCLT filings · Rights issues · Team management

EXPERIENCE

Company Secretary and Compliance Officer — Listed mid-cap engineering company, New Delhi

6 years · current

- Run the full board calendar, covering 30 board and committee meetings a year with papers circulated seven days ahead.
- Managed a ₹450 crore rights issue from board approval to listing, coordinating merchant bankers, registrar, exchanges and depositories.
- Completed a scheme of amalgamation of two subsidiaries through NCLT, obtaining final sanction within fourteen months of filing.
- Introduced a digital structured database for unpublished price sensitive information, cutting insider trading query turnaround to one day.
- Received no adverse observations in six annual secretarial audits and no penalties from stock exchanges.

Deputy Manager, Secretarial — Large unlisted infrastructure group, Gurugram

5 years

- Handled ROC compliance for 22 group companies and special purpose vehicles, including charge filings for project loans.
- Drafted shareholder agreements and board resolutions for three private equity investments into group companies.
- Responded to MCA and RBI queries on foreign direct investment reporting, closing each within the stated deadline.

EDUCATION

Company Secretary — Institute of Company Secretaries of India, New Delhi

Fellow member

LL.B. — Central university law faculty, New Delhi

CERTIFICATIONS AND REGISTRATIONS

- Fellow Member, ICSI (FCS)
- Registered in Independent Directors Databank, IICA
- ICSI Certificate Course on Corporate Governance

PROJECTS

- Board portal rollout — moved board papers to a secure portal, reducing printing and courier effort for nine directors

LANGUAGES

English · Hindi · Punjabi