

CHRISTIE GRENADE

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SUMMARY

Highly motivated administrator with over 6 years of experience in the offshore company and fund administration, and company secretary field. Equipped with strong communication and interpersonal skills with the capacity to work independently and as part of a team. Demonstrated capacity to deliver high-quality work both efficiently and effectively.

EXPERIENCE

June 2018 - June 2024

Intercontinental Trust Limited | Alexander House, Ebene, Mauritius

Supervisor, Fund Services | July 2023 - June 2024

- Supervised team members in their day-to-day tasks and ensured that all clients receive high-quality service
- Handled complex requests and advised clients from a company secretary's perspective on compliance queries
- Reviewed minutes, investor file assessments, payment instructions and other routine tasks performed by junior staff
- Acted as a mentor to junior staff and as liaison between them and upper management
- Was the first point of contact for clients and third parties
- Involved in internal committees working on improvement of operational processes
- Participating in the preparation and content editing of ITL's Budget Newsletter 2023

Fund Administrator/ Senior Fund Administrator | Jan 2021 - June 2023

- Performed professional company secretarial tasks for Global Business and special licensed companies such as CIS/CEF, CIS Managers and Investment Advisors
- Co-ordinated all company secretarial matters, including attendance and preparation of minutes for board and shareholder meetings
- Handled the day-to-day operations of the companies under portfolio and responded to clients' requests promptly
- Ensured the maintenance of accurate investor and company records, files and statutory documents
- Processed all investor changes/transfers thereon and ensured that any regulatory and statutory filings be completed in a timely manner
- Prepared and reviewed, where required, manual and electronic payment instructions to settle recurring and regulatory expenses

Assistant Administrator, Listing Division | June 2018 - Dec 2020

- Performed professional company secretarial tasks for Global Business and domestic companies
- Co-ordinated, scheduled and attended board and committee meetings for companies under portfolio
- Prepared and distributed meeting agendas, minutes, and other relevant materials
- Handled confidential information and documents with discretion and maintained their proper organisation
- Liaised with local authorities regarding ongoing operational and company secretarial matters
- Prepared manual and electronic payment instructions to settle recurring and regulatory expenses

EDUCATION

2015 - 2018 | University of Mauritius

BA(Hons) Law with Management

SKILLS

- Teamwork
- Effective Communication
- Critical Thinking
- Problem-solving
- Proficiency in Microsoft Office and use of board portal software (DiliTrust)

LANGUAGES

- English
- French

REFERENCES

Dinesh Sunnoo

Senior Manager - Fund Services |
Intercontinental Trust Limited

[in linkedin.com/in/dinesh-sunnoo-126ba4153](https://www.linkedin.com/in/dinesh-sunnoo-126ba4153)

Deepa Teeluckdharry

Product Manager | Manulife

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