

<b>Organization:</b>	<b>TransUnion</b>
<b>Job Title:</b>	<b>Senior Analyst</b>
<b>CTC:</b>	<b>NOT DISCLOSED</b>
<b>Location:</b>	<b>Bengluru</b>
<b>Departments Eligibility:</b>	<b>COMMERCE &amp; MANAGEMENT</b>
<b>Course Eligibility</b>	<b>MBA</b>
<b>Student Gender Preference:</b>	<b>Male/Female</b>

### General Job Description

- Coordinate corporate secretarial functions, including scheduling and supporting board and shareholder meetings in the Philippines.
- Liaise with company secretary, board members, shareholders, and external counsel to ensure timely delivery of legal and compliance outputs.
- Prepare presentation decks, reports, and documentation to support LRC initiatives and stakeholder engagements.
- Manage calendars, scheduling, vendor onboarding workflows, and invoice processing for LRC-related services.
- Assist with legal and compliance reviews, due diligence exercises, and updates to standard operating procedures.
- Maintain and organize contract management systems, filing structures, and template repositories across multiple jurisdictions.
- Support general operational and administrative tasks for the LRC team, ensuring consistency and efficiency across internal departments and regulatory engagements.
- Coordinate with external legal teams, regulatory agencies, and internal stakeholders to facilitate legal and compliance deliverables.
- This is a hybrid position and involves regular performance of job responsibilities virtually as well as in-person at an assigned TU office location for a minimum of two days a week.

### Eligibility

Commerce & Management

BBA/B.COM

SPECIALIZATION – MAREKTING

Fresher

Highly organized and detail-oriented, with a strong ability to manage multiple priorities.

Comfortable in a fast-paced environment, demonstrating agility and sound judgment

Collaborative and communicative, able to work effectively across teams and with external partners.

University degree required.

Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).

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<b>Job Reviewed by: Director, Training &amp; Placement</b>
<b>Job Approved by: Director, Training &amp; Placement</b>
<b>Job opportunity provided through: Training and Campus Placement Department</b>

**Date: 10/09/2025**