



**SHOBA MENON**  
**CHAMBERS & HR DIRECTOR**

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**At the Chambers and Consultancy, Shoba handles all aspects of Practice Management** towards embracing legal digital and online technology and sustainability, including:

**Accounting** – managing legal Office and Client Accounts; basic bookkeeping; managing the client accounts including deposits maintained; and using and managing legal Accounting software.

**Business Development** – essentially supporting the Business Development Director in attending to the daily managing of the Chambers profile/portfolio/client relations; considering and reviewing business development – including presentation and attendance at events, talks and conferences; arranging flights, accommodation, and travel insurance; and managing Chambers annual sponsorship and membership with institutions, associations, etc.

**Legal Management** – basic understanding of the legal practice (civil, commercial, corporate, criminal, front end advisory); basic managing of the lead counsel, assisting counsel, trainees and interns; maintaining ethics, professional rules, skills and technology; drafting basic cause papers, affidavits, filing and serving court; monitoring, maintaining and updating lawyers' time sheets; executing legal compliance e.g., practicing certificate and insurance coverage, and using and managing legal management software.

**Office Operations** – including managing Chambers; registering client(s) details, documents, and files; issuing and managing letter of engagement and warrant to act, and deposit(s); receiving and filing letters, facsimiles, court documents; basic dictation and drafting letters and emails; managing staff matters including medical, salaries, employees Central Provident Fund contribution, managing and orienting interns and trainees, and using and using and managing legal Office Operations software.

**Shoba has for over 25 years worked** extensively in Singapore and the Middle East in office administration and travel including providing key support to human resources, public relations, and accounts functions, while working closely with the respective department heads. In her last role as Executive Assistant to the CEO, she was the primary liaison for VIP clients, board members and group companies.