

JAVED KHAN MAJLISH

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PROFILE

- 17 years of Teaching and working experience at the High School, College, University, and Ministry of Education level.
- Successfully completed Law Clerk Diploma from Seneca College and Immigration Consultant Diploma from Humber College
- Outstanding English Language Skills with Strong Grammar and Editing knowledge, different formatting knowledge like Report, Memo, Client Communication
- Extensive knowledge in MS Word, Excel, PowerPoint, Prezi, and legal software like Officio (Immigration), Fast Company (Corporate), Divorce mate (Family), Tera view and Conveyancer (Real-estate), PC Law (Accounting), Estate-A-Base (Wills and Estate)
- Knowledge of using Internet Research Tools (CanLII, West Law, Quick Law, e-Law, Department of Justice Website)
- Fluent in English, Urdu, Hindi, and Bangla
- Keyboarding speed 45/minute
- Interest in networking with people, reading, community involvement
- Superior communication, interpersonal and motivational skill
- Over 7 years of Law Clerk/Legal Assistant Experience in various jurisdictions especially in Canadian Immigration Law, Real Estate, Corporate, and Family Law.

EDUCATION

PREP Capstone, CPLED	July 2022- Current
NCA Certificate of Qualification (CQ) <i>Federation of Law Societies of Canada</i>	2018
Law Clerk Diploma, Seneca College	2016
Immigration Consultant Certificate, Humber College	2015
Internationally Trained Lawyers Program (ITLP), University of Toronto	2013
Bachelor of Laws, Northern University, Bangladesh	2011
Master of Arts Degree (English Literature), National University, Bangladesh	1998
Bachelor of Arts Degree (English Literature Hon's), National University, Bangladesh.	1997

EXPERIENCE

Suleman Law PC Law Clerk	Oct. 2020 – Dec. 2020
Bahmadi Law Professional Corporation Extension of Articling	Jul. 2020 – Sep. 2020
Bahmadi Law Professional Corporation Articling Position	Sep. 2019 – Jun. 2020

- Have been trained to use Fast Company and Wills Builder
- Draft Wills, POA and POA for Personal Care for the execution
- Corporate Law- Incorporation, Amalgamation, Business Sell and Commercial Lease

- Immigration Law- express entry point calculation, retainer drafting, client's interview, and IRB attendance.
- Preparing documents for Construction Lien Litigation

Immigration Legal Assistant and International Students Recruiter June 2018 – Sep. 2019
ieccanada inc. Toronto

- Collect client's documents
- File all the documents (CIC, IRB and CBSA Forms and others)
- Legal Research of client's specific needs (Express Entry, Temporary Resident, PRRA, H & C, Refugee Claimants, POE, LMIA, Family Class, Sponsorship, and LICO)
- Prepare for submission to Local Office and connect with the appropriate Designated Regulatory Bodies, Use of Officio Software for client's Files Management
- Certified Education Recruiter (CCG)

EAP and Law Instructor 2017-2018

Ontario International College, Scarborough Campus

- Full time Instructor of taking CLB-3-5 level ESL students
- Prepared Lesson Plans and handouts for the level specific students
- Took Tests and evaluated the grade

Law Clerk (Family Law) April 2014-June 2015

Dadson Law Office, Toronto,

- Client Interview, Preparing File, filing to the Court, Preparing Conference Brief, Memo
- Worked with PC Law and Divorce Mate
- Submitted the file to the various courts

ITLP Intern April 2013-May 2013

Ontario Justice Education Network, Toronto, Ontario

- Designed Lesson Plan for Grade 11 and 12 on Canadian Court System and the Charter
- Researched Legal Topic using CanLII, Westlaw, Quick law, and prepared Case Briefs

Other roles:

- School Council Chair, Oakridge Jr. Public School, TDSB 2013 - 2016
- Adult ESL Teacher, Neighbourhood Link, Toronto, Ontario Apr 2012 - June 2012
- Assistant Professor of English, Central Women's College May 2006 - May 2011

PROFESSIONAL MEMBERSHIPS

Canada Bar Association – National Editorial Committee Member

Toronto Lawyers Association

South Asian Bar Association

Federation of Asian Canadian Lawyers Association

International Consultants for Education and Fairs (ICEF)