

SONALI MARWAH

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Summary

I am a Lawyer and Governance Professional (CGIC Canada) having more than 8 years of work experience. My area of expertise is legal research, analysis and interpretation, legal advisory, legal administrative tasks, legal assistant, paralegal tasks, law clerk, contract life cycle management (CLM), process improvement, contract laws, corporate laws, corporate secretarial, corporate governance, compliance management, risk management, and stakeholder management. I am looking for challenging opportunities in legal and corporate secretarial domain to broaden my skills and experience gained over the years.

Education

Degree/Course: Law equivalency exams for foreign lawyers (currently pursuing)
Institute: National Committee on Accreditation – Federation of Lawyer's of Canada

Degree/Course: Chartered Governance Secretary & Chartered Professional, 2022
Institute: The Chartered Governance Institute of Canada, Ottawa

Degree/Course: Bachelor of Law (L.LB Hons.) - Professional, 2019
Institute: Institute of Law & Research, affiliated with Maharishi Dayanand University (Rohtak), India

Degree/Course: Company Secretary (CS) – Professional, 2015
Institute: The Institute of Company Secretaries of India (ICSI)

Degree/Course: Bachelor of Business Administration (B.BA), 2007
Institute: JIMS Kalkaji (New Delhi), affiliated with Guru Jambheshwar University, Hisar, India

Skills

Professional

Communication
Problem Solving
Team Building
Networking
Coordination

Technical

CRM & CLM Tools such as SalesForce, Legal Sifter, Monday.com; Process Improvement; Legal research, legal advisory, legal administrative, law clerk, legal assistant, paralegal, Contract Drafting, Administrative tasks, Corporate Governance, Compliances, Liaisoning, Proofreading documents, Document compilation and arrangement, Microsoft Office, MS Excel, Outlook, Adobe, Google Sheets & Drive

Other Skills & Work Experience

Currently working as a Freelancer on Upwork; handled following client projects for legal drafting independently:

- ✚ User Agreements/Terms & Conditions for Cryptocurrency Companies
- ✚ Non-disclosure Agreements for software developers
- ✚ SAAS & software development agreements
- ✚ Lease Agreements; Master Service Agreements

Corporate Work Experience & Skill Highlights

➤ **Position: HR – Business Compliance / Governance & Contracts (November 2022 – March 2023)**
Company: TEEMA GROUP INC.,
Industry: Staffing & Recruiting

- Structured the entire compliance system as per applicable US State laws and Canadian Federal & Provincial laws and regulations.
- Prepared various policies and risk analysis reports to be submitted to the auditors during SOC2 Audit.
- Onboarding and credentialing compliances, streamlining the process and its integration into the CRM.
- Identifying the correct CLM (Contract Lifecycle Management) tool for the contracts team and its integration with the existing CRM tool and other software's.
- Contract creation, issuing requests to departments for review and coordination, contract template creation, reviews, negotiations with the clients and execution of contracts.
- Routine legal administrative and clerical tasks and assisting the legal & administrative team.
- Payroll Compliances.
- HIPAA Compliances.
- Risk Management.
- Legal Drafting & Vetting -
 - ✚ Direct and Indirect Hire Agreements,
 - ✚ Master Service Agreements for client, consultants and candidates, SOW's, Request for Proposals (RFP's),
 - ✚ Background check agreements,
 - ✚ Non-Disclosure and Confidentiality Agreements,
 - ✚ Business Associate Agreements, Staffing and Vendor Agreements.
- Critical thinking through the existing processes to identify improvements, checklists and reengineer the processes.

➤ **Position: Legal Attorney - Remote (October 2021 – September 2022)**
Company: LegalEase Solutions LLC (a Michigan (USA) based Company)
Industry: Legal Services

- *Legal Drafting & Vetting -*
 - ✚ Software-As-A-Service Agreement (SAAS) and Software Agreements,
 - ✚ Various Service Agreements,
 - ✚ Non-Disclosure and Confidentiality Agreements,
 - ✚ Staffing Agreements and other Commercial Agreements.
- Contract Life Cycle Management (CLM) tools and software such as SalesForce, Monday.com, LegalSifter etc.
- Client Negotiations
- Legal administrative and clerical tasks such as maintaining legal documents, client records and assisting the contracts/Legal department etc.
- Coordination with a remote team of attorneys and Contract Deliverables
- Client Quality Checks
- Critical thinking through the process to identify improvements, checklists and reengineer the process
- Train, guide and mentor the legal team.

➤ **Position: Deputy Manager - Legal (November 2020 – May 2021)**
Company: Barmalt Malting (India) Private Limited
Industry: Real Estate, Brewing & Distillery

- *Drafting and vetting of lease & license agreements, general & special agreements with contractors, supplier agreements*
- *Filing of legal notices, recovery notices, termination notices, affidavits, power of attorney, authority letters*
- *Providing legal advice regarding ethical and legal compliances*
- *Coordination and assisting lawyers and legal counsels for filing of notices, replies, rejoinders, at courts, regulatory authorities, along with liaisoning with various statutory and regulatory authorities*

➤ **Position: Company Secretary (November 2019 – October 2020)**
Company: Boutique Spirit Brands Private Limited
Industry: Liquor Manufacturing & Bottling

- *Legal Drafting & Vetting -*

- ✚ Manufacturing, Bottling, Promotional, Scrap Disposal and other Commercial Agreements,
- ✚ Various Lease Deeds, Rent Agreements, Deed of Hypothecation, Debenture Trust Deed, Shareholder Agreement, Share Subscription Agreement, Deed of Personal Guarantee, Affidavits, Partnership Deed, Power of Attorney, Authority Letters.
- **Corporate Governance, Advisory and Compliances -**
- ✚ Good governance advisory, timely submission of board resolutions, issue and allotment of securities under rights issue and private placement, conversion of physical shareholdings into Demat mode;
- ✚ Legal administrative and clerical tasks such as maintaining of legal documents, minutes, board and shareholder meetings and other records, statutory registers, regulatory records and documents.
- ✚ Liaisoning with Regulatory authorities, Corporate Action; stamp duty documentation, and assisting the legal and compliance department;
- ✚ Transfer of shares, conducting board and shareholder meetings, maintaining minutes and other statutory records of the company;
- ✚ Shareholder compliances, coordination with internal and external stakeholders;
- ✚ Filing of various trademark applications with Trademark Authorities.

➤ **Position: Company Secretary (September 2016 – September 2019)**
Company: Sembcorp Green Infra Limited (a Singapore based Company)
Industry: Utilities (Power)

- **Legal Drafting & Vetting -**
- ✚ Debt Listing Agreement, Deed of Hypothecation, Debenture Trust Deed and Agreement, Shareholder Agreement, Power of Attorney, Affidavits.
- **Corporate Governance, Advisory and Compliances -**
- ✚ Good governance advisory, timely Regulatory filings, issue and allotment of securities under rights issue and private placement, transfer of shares and conversion of physical shareholdings into Demat mode;
- ✚ Legal administrative and clerical tasks such as maintaining of legal documents, minutes, board and shareholder meetings and other records, statutory registers, regulatory records and documents.
- ✚ Liaisoning with Regulatory authorities, Corporate Action; stamp duty documentation, and assisting the legal and compliance department;
- ✚ Conducting board and shareholder meetings, maintaining minutes and other statutory records of the company;
- ✚ Shareholder compliances, coordination with internal and external stakeholders

➤ **Position: Company Secretary (June 2015 – August 2016)**
Company: G.S. Nutrition Private Limited (Modi Group of Companies)
Industry: Manufacturing

- **Legal Drafting & Vetting -**
- ✚ Demerger scheme and agreements for the resulting company, Charge creation and modification documents such as Deed of Hypothecation, Mortgage agreements, vetting of Term sheets, Bank Loan Agreements, Power of Attorney.
- **Corporate Governance, Advisory and Compliances**
- ✚ Good governance advisory, timely Regulatory filings, issue and allotment of securities under rights issue and private placement, transfer of shares and conversion of physical shareholdings into Demat mode;
- ✚ Legal administrative and clerical tasks such as maintaining of legal documents, minutes, board and shareholder meetings and other records, statutory registers, regulatory records and documents, and assisting the legal and compliance department.
- ✚ Liaisoning with Regulatory authorities, Corporate Action; stamp duty documentation;
- ✚ Conducting board and shareholder meetings, maintaining minutes and other statutory records of the company;
- ✚ Shareholder compliances, coordination with internal and external stakeholders.

Awards Or Certifications

Best Presenter Award
 ICSI, Delhi, India (2015)
 Project Finance

Interests

Networking & motivating on LinkedIn,
 Writing Legal Blogs, Painting, Sketching

References

AVAILABLE ON REQUEST