

# BHAVNA SINGH

Calgary, Alberta

## ARTICLING CANDIDATE

Result-oriented internationally trained legal professional with over 15 years of experience as legal counsel and company secretary, driven to provide exceptional expertise to increase proficiency in multiple areas of law including, Employment law, Competition law, Contract law, acquisition, Joint Venture dispute resolution, litigation, Regulatory, Corporate Advisory, Policy and Compliance.

## EDUCATION

- Cleared 5 NCA core papers assigned by the Federation of Law Societies of Canada **Dec 2023**
- Bachelor of Laws (LL.B.), Chaudhary Charan Singh University, India **Jun 2014**
- PG Diploma in Corporate Law, The Institute of Company Secretaries of India -India **Dec 2005**
- Bachelor of Accountancy (Commerce), Calcutta University, India. **Jun 2002**

## WORK EXPERIENCE

*Administrative Assistant,*  
*Trion Battery Technologies Inc, Calgary*

*Jul 2022 — present*

- Effectively resolved queries from clients, investors, and agents on securities transfer, registration, treasury directions, and vendor payments
- Review and proofread documents
- Registration with State revenue agencies
- Revamped Office management and recordkeeping
- Monitor regular and electronic incoming mail and coordinate the flow of information internally
- Conducted Board and Audit Committee Meetings and drafted meeting agendas and minutes
- Independent management of administrative tasks, including processing invoices, preparing expense claims, vendor management

*Student Volunteer,*  
*Osuji & Smith, Calgary (Law firm)*

*Dec 2023— present*

- Attended Client consultations with lawyers on employment, personal injury, and family law matters
- Attended Family law matters at Alberta Court, through conference and prepared Statement of Claims
- Prepared Exhibits for family law matters coming up for trial
- Prepared Client consultation notes for the lawyers
- Researched and drafted Advocacy and demand letters
- Used research platforms like LexisNexis, WestLaw, and CanLII

*Legal Counsel & Company Secretary,*  
*Hain Celestial India Pvt. Ltd., India*

*Jan 2019 — May 2021*

- Provided Strategic Planning and Policy Recommendations to the company including, establishing a manufacturing facility, consolidating internal transfer of certain brands for efficiency, and facilitated strategic infusion of funds
- Reviewed national and international laws, guidelines, and standards for a foreign and/ or domestic product launch in a specific economic zone or international markets including Gulf Countries
- Coordinated smooth work alliance between the legal department and other facilities to facilitate the proactive use of legal resources to support business growth

- Organized compliance training for employees and stakeholders regarding new initiatives, global policies on data protection, sanctions, code of conduct, anti-corruption and anti-trust laws
- Advised on employment matters including hiring, termination, confidentiality, non-compete, severance pay, mutual separation, outsourcing arrangements, and office intellectual properties

***Legal Manager & Company Secretary,  
ADM Agro Industries India Pvt. Ltd., India***

***Nov 2009 — Jan 2019***

- Negotiated multiple business agreements for the company's growth
- Enforced statutory and regulatory compliance by interpreting regulations, amending company policies, creating a code for compliant work practices and developing a compliant implementing system by leading the involvement of all concerned departments
- Supervised a team of multiple attorneys, paralegals, and other legal personnel for corporate legal and administrative business
- Effective litigation management of varied natures including civil, criminal, labor, and arbitration awards of the Company in close coordination with litigation counsels
- Provided training to employees for laws related to sexual harassment at the workplace law, competition laws, anti-corruption laws, etc.
- Provided advice to management for labor and employment matters and handled resolution meetings with labor unions and strikes and employees' misconduct
- Drafted numerous agreements, demand letters, and notices and researched national and international statutes, guidelines, decisions, legal articles, and codes

***Company Secretary,  
Central Railside Warehouse Co. Ltd., India***

***Jan 2009 — Oct 2009***

- Conducted meetings for the Board and shareholders, drafted, proofread, and formatted legal documents
- Developed a new system of authorization to enhance the administrative efficiency of the company

***Assistant Manager – Secretarial,  
SREI Infrastructure Finance Ltd., India (NBFC)***

***Nov 2006 — July 2008***

- Managed smooth coordination with shareholders, directors, registrar, share transfer agent, banks, stock exchange(s), depositories, and other authorities.
- Ensured statutory, regulatory, and guideline compliance

## **MEMBERSHIPS & ASSOCIATIONS**

- South Asian Bar Association (SABA)
- Global Lawyers of Canada (GLC)
- Association of Women Lawyers, Calgary (AWL)

## **LANGUAGES**

- Multilingual – English, Hindi, and Bengali

## **VOLUNTEER**

- Volunteered for Fall Harvest supporting Community Kitchen as billing associate.