

HARDIK BELANI

www.linkedin.com/in/hardik-belani

ARTICLING CANDIDATE

Articling candidate with ~18 months' experience in legal support and administrative roles in Immigration, Family, Corporate, and Employment law providing comprehensive assistance to principal lawyers encompassing client intakes and interviews, legal research and analysis, billings, and drafting. Completed NCA Certificate of Qualifications (CQ) and the LPP program, and currently enrolled in PREP.

EDUCATION

Practice Readiness Education Program (PREP) , CPLED	Jun. 2024 – Present
Law Practice Program (LPP) , Toronto Metropolitan University (TMU), Toronto	Apr. 2023
NCA Certificate of Qualification (CQ) , Federation of Law Societies of Canada	Oct. 2021
Post Graduate Diploma in Human Resource Management , St. Clair College, Windsor	Apr. 2020
Masters in Sociology & Criminology , University of Windsor, Windsor	Aug. 2019
Bachelor of Law & Arts (International Law) , Sardar Patel University, Gujarat, India	May 2018

- Graduated with Honours.

EMPLOYMENT

Amplus Law, Mississauga Apr. 2024 – Present
Sole practitioner-run law firm with staff of 6, providing multilingual services in Immigration and Refugee law.

Law Clerk

Support client intake for Hindi, Punjabi, Gujarati, and English speakers and perform administrative duties.

- Conduct client intake of Immigration and Refugee law clients, including filling out questionnaires, collecting documents, opening files, and scheduling client meetings.
- Collect documents such as passports, national IDs, birth certificates, documents given by CBSA officers at the border, and any evidence of proving a threat to the client.
- Review precedents and draft correspondence, narratives and basis of claims (BOC), and prepare disclosure package for principal lawyer to review.
- Helped clear backlog of files by taking over administrative tasks such as assisting clients in obtaining legal aid during the current financial crisis.

Deloitte Canada, Toronto Jun. 2023 – Mar. 2024
Professional services provider helping clients navigate and achieve complex business and strategic challenges.

Contract Specialist

Reporting to legal project manager, assisted with Corporate and Employment matters and ad hoc assignments.

- Prepared and analyzed legal research reports to support corporate client engagements, providing recommendations based on relevant laws, regulations, and industry best practices.
- Conducted thorough reviews and analysis of data breach incidents, including accessing and examining pertinent employee communication and chat logs to identify relevant files and information.

HARDIK BELANI

- Provided compassionate, comprehensive assistance to elderly clients navigating technological barriers in WSIB disability disputes, ensuring accurate, timely claims submission and access to rightful benefits.

Marikal Law, Mississauga

Jan. 2023 – Apr. 2023

Law firm operated by a sole practitioner, providing family, employment, and personal injury services.

Articling Student

Answered phone calls and conducted client intake, booked appointments, and managed lawyer's calendar. Organized files chronologically and alphabetically, followed up with process servers, and billed clients.

- Provided support in preparation of legal documents, including statements of claims, pleadings, motions, and briefs, ensuring that presentation met high standards.
- Participated in client interviews, took meeting minutes, and followed up with clients to address questions promptly and accurately, aiding in client retention.
- Managed administrative and clerical work, such as calling court clerks for motion dates, liaising with process servers on billing and payments, and answering phone calls which helped principal onboard 20 new clients, expand practice into employment and personal injury, and grow practice by 15%.
- Filled and filed forms related to divorce, parenting orders, child protection, and net family income statements (NFI) on the justice services online portal (JSO).

Walmart Canada, Burlington

Nov. 2018 – Dec. 2022

Walmart offers a wide range of products, including groceries, clothing, electronics, household goods, and more.

Customer Experience Manager, Burlington (Aug. 2020 – Dec. 2022)

Customer Experience Associate, Windsor (Nov. 2018 – Jul. 2020)

Drove continuous improvement in customer service for better customer shopping experience and satisfaction.

- Led and coached a team of 50 associates to provide exceptional customer service through effective, friendly greetings, polite addressing of inquiries and concerns, and prompt issue resolution.
- Developed and maintained strong relationships with customers to foster loyalty and repeat business.

LEGAL TRAINING

Law Practice Program (LPP), Toronto Metropolitan University (TMU), Toronto

Aug. 2022 – Dec. 2022

- Prepared memoranda, briefs, and legal opinions for a fictitious client as a part of an assignment.
- Reviewed and drafted commercial contracts, including employment agreements, non-disclosure agreements (NDAs), and vendor contracts.
- Reviewed transaction documents and conducted legal analysis in support of due diligence process for mergers and acquisitions.

VOLUNTEERING

Graduate Teaching Assistant, University of Windsor, Windsor

Aug. 2018 – Apr. 2019

Volunteer, Janhit Charitable Trust, India

May 2018 – Jul. 2018

INTERESTS

Hiking, sports, attending social events, and networking.