

Arnav Sharma
Brampton, Ontario

Education and qualifications

2020 – 2023 *Federation of Law Societies of Canada*

- Achieved the Certification of Qualification for the National Committee On Accreditation (NCA)
- Completed 7/7 National Committee Accreditation Assessed Exams.

2017 – 2020 *University of Worcester, LLB (Hons) law (UK)*

- Achieved LLB (Hons) Degree

Employment History

Legal and Commercial work experience

Davedi Law Professional Corporation

August 2024 – Present

Harish Davedi

7895 Tranmere Dr #213, Mississauga, Ontario L5S 1T8

Articling Student

- Articling Principal, with 1 senior lawyer.
- Law firm dealing with Real Estate, Family Law and Civil Litigation
- Documenting and bookkeeping files for litigation purposes, accompanying counsel to interviews and meetings with clients.
- Creating wills and mortgage documents for clients, working on purchase and sale documents, and interacting with clients for immigration law and civil litigation purposes.
- Banking on behalf of firm, and assisting in the closing of real estate properties.

MK Law Professional Corporation

January 2022 – August 2024

Meenu Kotra

31 Newhouse Blvd, Caledon, Ontario L7C 4A2

Legal Assistant

- Real Estate, Civil Litigation and Company Law Firm, with 1 senior lawyer.
- Law office clerk and receptionist, handling client telephone calls, corresponding and dealing with clients, and also assisting clients with legal forms and drafting out legal agreements.
- Creating wills, real estate and mortgage documents. Dealing with litigation claims, and drafting
- Banking on behalf of firm, and assisting in the closing of real estate properties.
- Acting as a client representative for document signing, and overshadowing senior lawyer when dealing with new clients.

Dynasty Professional Corporation

June 2021 – December 2021

Parul Dua

10 Kingsbridge Garden Cir, Mississauga, Ontario L5R 3K6

Legal Assistant and Law Clerk

- Real Estate, Immigration and Family Law Firm, with 1 senior lawyer, and 4 employees.
- Law office clerk and receptionist, handling client telephone calls, corresponding and dealing with clients, and also assisting clients with legal forms and drafting out legal agreements.
- Drafting wills, and other legal files. Creating mortgage documents, and researching legal cases.
- Working on purchase and sale documents, and drafting agreements with counsel.
- Acting as a client representative for document signing, and overshadowing senior lawyer when dealing with new clients.
- Banking on behalf of firm, and assisting in the closing of real estate properties.

Aasara Lawyers Professional Corporation

June 2020 – May 2021

Parul Dua & Subhash Sharma

490 Bramalea Rd #502, Brampton, Ontario L6T 0G1

Student Employee

- Banking on behalf of law firm, and also creating purchase and sale files, and other real estate related documents
- File shifting and organising, and assisting in legal case research and investigations.
- Accompanying counsel to meetings and interviews with clients.
- Supporting the client intake by creating a website for the firm, and social media influence for marketing purposes.
- One of the Senior Lawyers left the law firm in June 2021.

Aasara Lawyers Professional Corporation

July 2016 – September 2017

Parul Dua & Subhash Sharma

490 Bramalea Rd #502, Brampton, Ontario L6T 0G1

Student Volunteer and Experience

- Real Estate, Immigration Law, Business Law and Family Law Firm, involving 2 senior lawyers and 4 junior lawyers and paralegals.
- Alternative reception and shadowing experienced licensees.
- Documenting and bookkeeping files. Accompanying counsel to sessions and meetings to develop better understanding of legal work.

- File shifting and organising, and assisting in legal case research and investigations.

Voluntary experience

April 2016 – May 2016 *Promotion team for Federal Liberal Political Party, Canada*

- Volunteer Community Work
- Assistant Head of the promotion team
- Handed out brochures in neighborhoods for awareness of party
- Persuaded and influenced many neighbourhoods to vote for Liberal, and explained what the new political reforms would bring.
- Created physical posters, banners, and signs and also online accounts and a website for marketing purposes
- Helped host various events for awareness and promotion

Further positions of responsibility and interests

2020 – 2023 *Federation of Law Societies of Canada – National Committee on Accreditation*

- *Achieved the Certification of Qualification*

2017 – 2020 *University of Worcester, LLB*

- *Graduated Member of the University Law Society*
- *Attended research seminars outside of lectures and seminars*

Language skills

- Fluent English
- Knowledge of French

References available upon request