

Ravdeep Sandhu

Edmonton, Alberta

<https://www.linkedin.com/in/ravdeep-sandhu-b12b19265/>

PROFILE

Internationally trained lawyer with over 5 years of experience in legal services, expecting NCA Certificate of Qualification (CQ) in spring of 2025 and pursuing bar qualification in Alberta. Working as a Commercial Legal Assistant at MLT Aikins LLP, Edmonton office since April 10, 2023.

EDUCATION

Kurukshetra University, Haryana, India	2019
<i>LLM (Masters of Law)</i> <i>First Division</i>	
Panjab University, Punjab, India	2016
<i>LLB (Bachelors of Law)</i> <i>First Division</i>	
Khalsa College for Women, Punjab, India	2012
<i>BBA (Bachelors of Business Administration)</i> <i>First Division</i>	

PROFESSIONAL EXPERIENCE

MLT Aikins LLP	Edmonton, AB
With offices in Winnipeg, Regina, Saskatoon, Edmonton, Calgary and Vancouver, MLT Aikins is one of the 16 largest law firms in Canada Commercial Legal Assistant	(April 2023 - Present)
<ul style="list-style-type: none">• Worked on commercial contracts, lease agreements, share purchase agreements, loan documents and various other complex legal documents• Prepared, drafted and revised documents for various commercial transactions, including commercial lending, the purchase/sale of commercial properties, the purchase/sale of businesses (assets/shares), and commercial leases• Handled post-closing documents, receipting payments, preparation of closing books and accounts• Opened and closed files, conflict checks, filing and photocopying• Managed lawyer's calendars and appointments• Liaised with firm's lawyers, paralegals, clients and external parties	
Bhalla Law Office	Edmonton, AB
Edmonton based boutique law firm specialized in all aspects of Criminal, Residential & Commercial Real Estate, Business & Corporate, Immigration, and Wills & Estate Law Legal Assistant	(Feb 2022 - March 2023)
<ul style="list-style-type: none">• Handled full residential real estate files (Sale, purchase and refinancing) from beginning to end including file opening, searches, payouts, bank runs and reporting	

- Conducted SPIN system title searches, tax searches and related research in support of real estate closing processes
- Drafted court documents including Statements of Claim, Financial Disclosure Statements, Affidavits of Records, Agreements, Orders and Pleadings as directed by managing lawyer
- Ensured prompt responses to phone/email inquiries and displayed professionalism in all client interactions
- Filed pleadings with court clerk using established processes

Law office of Advocate Narinder Chhibba & Associates, Ludhiana District Courts

Punjab, India

General practice attorney specializing in civil law and business law

Associate Lawyer

(Oct 2019 – Nov 2021)

- Represented clients in court or before government agencies
- Selected jurors, argue motions, met with judges and questioned witnesses during course of trials
- Examined legal data to determine advisability of defending and prosecuting lawsuit
- Prepared routine correspondence based on pre-approved document templates

VOLUNTEER WORK

Legal Aid

2020-2021

- Provided free legal aid to the poor people of villages and educated them for their rights under Punjab Legal Services Authority
- Conducted various legal awareness activities on socio-legal issues under ProBono India.

SKILLS

Licenses: All India Bar Association (2018)

Computer software/ frameworks: Microsoft Office, Adobe, Aderant, PC Law, iManage

Languages: English, Hindi and Punjabi

Traditional Folk Dance: Participated in folk dance competitions throughout high school, post-secondary studies and college

Badminton: Slowly improving my badminton skills