

## Career Summary

I am Internationally trained Law student looking forward to learn and contribute to the Canadian legal arena as a lawyer. I am currently pursuing re-qualification in Canada. I have more than 10 years of legal experience in Bangladesh, and 3 years in my current role as Paralegal and Legal Assistant. I used research tools such as CanLii, LexisNexis, and Westlaw. I am enrolled in the CPLED's Legal Research and Writing (LRW), 2025 - Intake 3. I can engage effectively with diverse clients and stakeholders. I worked in retail at Sunterra Market (2022), and as Deputy Returning Officer in Election Alberta (2021) briefly.

## Education:

| Certification/ Academic Qualification     | Institute                             | Date/Year |
|---|---------------------------------------|-----------|
| Certificate of Qualification from NCA     | Federation of Law Societies of Canada | 2025      |
| Peter A. Allard School of Law             | University of British Columbia        | 2024      |
| CORES Levels 1, 2 and 3 Accreditations    | Service Alberta                       | 2022      |
| Office Assistant- Legal Major             | MacEwan University, Edmonton, AB      | 2022      |
| Food Service Supervisor Program           | Solomon College, Edmonton, AB         | 2021      |
| Enrolled as an Advocate (Call to the Bar) | Bangladesh Bar Council                | 2012      |
| LL. M. in Comparative Law                 | University of Dhaka, Bangladesh       | 2011      |
| LL. B. (Hons.)                            | University of Dhaka, Bangladesh       | 2010      |

## Employment History

**Reynolds Mirth Richards & Farmer LLP**, Edmonton AB, Canada June 2022 - Present  
**Legal Assistant**

*Report to Assigned Lawyers and Director of Operations.*

- Take instructions and feedbacks from Lawyers to prepare, draft, review, organize and format documents. Filing Pleadings in courts and tribunals. Communicate with the Process server to serve filed documents.
- Prioritize tasks to meet deadlines, research on case laws using the legal research tools. Arrange meetings of people up to 20. Coordinate with suppliers, caterers. Communicate with Expert Witnesses and process documents.
- Searching in the Corporate Registry, land title, SPIN, PPR, Bank Act, WCB, and case searches. Communicate clients' documents and controlled the process flow within the firm.
- Assist the Corporate Paralegal team in company incorporation, annual return filing, and updating company records in CORES. Updating the in-house records and minute books in Appara.

**T. K. Group of Industries**, Dhaka, Bangladesh April 2014 to August 2020  
*One of the biggest conglomerates in FMCG sector and manufacturer, having 15,000+ employees.*

## Senior Officer, Legal Affairs

*Report to Individual Unit heads regarding each unit's legal support. Report to CAO regarding HR matters.*

- Oversee and conduct over 800 cases. Pleading, hearing, examination, and argument in Civil, criminal and quasi-criminal cases. Coordinate with outside lawyers. Research, prepare, and review reports, memos, and briefs on corporate, compliance, and HR matters. Writing, reviewing, cross-checking and proofreading outgoing and internal correspondences, agreements, binding documents to ensure compliance. These reviews and opinions saved around 1500 CAD per month.
- Initiated and ensured compliance with maintaining and updating documents and prepared policies. Introduced a digital case tracking system that saved over 20% of work time.
- Led the support team regarding due diligence and acquisition of immovable property and licenses. Arranging compliance meetings with stakeholders, preparing agendas and minutes.

## Sadat Sarwat and Associates, Dhaka, Bangladesh

April 2012 - December 2013

*A large full-service Law firm in Bangladesh, with 30+ Lawyer and 20+ support staffs.*

### Associate

*Report to Managing Partner.*

- Research and prepare pleadings and moving/hearings in the court. Examination and cross of witnesses. Prepare and present arguments in Civil and Criminal Cases.
- Take feedback from Partner or other senior lawyer on drafts and finalize documents. Client interviews, draft agreements and memos, do due diligence on bank loan documents, land documents, prepare and execute mortgage, redemption and other legal documents.
- Attend arbitration and mediation meetings for clients, complete arbitration in 5 suits, and recover more than \$600,000 CAD (equivalent) defaulted loans for client banks.

## Ahmad and Ahmad Associates, Dhaka, Bangladesh

August, 2010 to March 2012

*A small boutique law firm with less than 10 lawyers and support staffs. Focusing on Civil, family and corporate matters.*

### Student-at-Law/Junior Lawyer

- Prepared and drafted contentious and non-contentious documents, correspondences, opinions, and reports. Contact and client interviews took notes, identified legal issues and drafted memos.
- Research and drafting of legal opinions, memos, pleadings, and letters on corporate conveyancing.
- Client interviews, prepare notes and legal issues for review, attend client meetings and take notes for Principal. Prepare and circulate agenda and meeting minutes to clients and stakeholders.

### Other employments:

#### Gono University (Gono Bishwabidyalay ), Dhaka, Bangladesh

January 2014 - April 2014

- Taught undergraduate Law students. Assisted preparing Master in Laws syllabi.

#### Presidency University, Dhaka, Bangladesh

September 2018 - December 2019

- Taught Business Law to MBA students.

**Interests:** Book reading, both fiction and non-fiction. Fan of Harry Potter.