

Sheraz Muhammad

Mississauga, Ontario

ARTICLING CANDIDATE

Dedicated Canadian articling candidate pursuing qualification as a lawyer in Alberta. 4+ years' experience in Citizenship and Immigration with the Federal Government, and 3 years in recruitment. Offer unique blend of legal knowledge and client-focused expertise. Proficient in Westlaw, LexisNexis and Canlii to research criminal, family, business and real estate matters. Eager to apply skills in an articling position, contributing meaningfully while growing in the legal profession. Recently completed Accelerated PREP through CPLED.

EDUCATION

Practice Readiness Education Program (Accelerated PREP) , CPLED	Completed Oct. 2024
NCA Certificate of Qualification (CQ) , Federation of Law Societies of Canada	2022
L.L.M. Courses , Osgoode Hall, Metropolitan University, Toronto	2021
• Completed course in Commercial Law and Civil & Administrative Procedure.	
L.L.M. Course , University of British Columbia (UBC), Vancouver	2020
• Completed course in Public & Administrative Law	
Bachelor of Law (LL.B. with Honours) , University of Birmingham, UK	2019
Post Graduate Certificate (Human Resources) , Sheridan College, Mississauga	2016
Bachelor of Arts (Political Science, with Honours) , York University, Toronto	2015

EXPERIENCE

Immigration, Refugees and Citizenship Canada (IRCC), Mississauga Jan. 2020 – Present
Federal government agency responsible for managing immigration, citizenship, and refugee matters.

Citizenship Officer (Acting) (Jan. 2022 – Present)

Review and assess applications for Canadian citizenship, ensuring applicants meet legal and eligibility requirements. Conduct interviews, provide guidance on citizenship policies, and make decisions regarding granting or denial of citizenship based on established criteria.

- Apply new regulations, legislation and policies to citizenship procedures, including managing in-person ceremonies and ensuring compliance with IRCC protocols.
- Review applicant files and render decisions based on the Citizenship Act, such as granting citizenship to minors under section 5(2) post-ceremony.
- Maintain accurate records by creating, verifying and updating information in the Global Case Management System (GCMS).
- Prepare clear legal and procedural correspondence and reports and manage communications using MS Teams, Office and Outlook.

Programme Assistant (Jan. 2020 – Present)

Support multiple immigration and citizenship programs. Ensure smooth operation and service delivery. Assist with case files, process applications and liaise with clients for compliance with immigration policy and procedure.

- Manage case files, including intake, organization and transfer of files between offices.
- Assign and track case files for officers, entering file data into electronic systems.
- Perform administrative tasks such as scanning, printing, and organizing legal and procedural documents to support case readiness and accessibility.
- Coordinate logistics with the team for citizenship ceremonies, including client scheduling, check-in, and administration of virtual ceremonies, managing timelines and resolving real-time issues as they arise.

Sheraz Muhammad

Lululemon (on contract from Randstad)

Aug. 2019 – Nov. 2019

Global athletic apparel retailer founded in 1998 in Vancouver offering premium activewear, accessories, and footwear. Operates over 600 stores with approximately 30,000 employees globally.

Recruitment Specialist

- Sourced and recruited candidates for various roles across the company, including Managers, Team Leads, Warehouse Workers, Customer Support, Technical Support and Administrators.
- Analyzed attrition data and collaborated with managers to refine candidate profiles and improve retention in Customer Service, Technical Support, and Sales.
- Supported onboarding by coordinating orientation sessions, preparing training materials, and assisting with documentation processes, ensuring a smooth transition for new hires.

FedEx Express (on contract from Drake International)

Jan. 2017 – Aug. 2017

Subsidiary of FedEx Corporation specializing in global express shipping, cargo, and logistics. Operations in 220+ countries with strong presence in Canada.

Employment Service Specialist

- Administered recruitment and selection process, including job postings, rosters and screening, skill assessments, interviews, driver assessments and criminal record checks.
- Completed administrative tasks such as scanning, printing and organizing new hire documents, including references and criminal background checks.
- Monitored internal and external hourly and senior hourly recruitment issues and provided recommendations for improvement to the manager.

Amazon (on contract from Staff Management)

Aug. 2016 – Dec. 2016

Global e-commerce and technology company, including online retail, cloud computing, and digital streaming with operations in over 200 countries.

Recruiter (Co-op)

- Recruited for high-demand roles (Warehouse Associates, Delivery Drivers, Fulfillment Center Technicians), managing interviews, selection, and background checks.
- Delivered orientations for all new hires, presenting on company policies, job expectations, safety protocols, and benefits to ensure a positive onboarding experience.
- Streamlined recruitment with standardized interview templates and automated follow-ups to reduce delays and improve efficiency.
- Ensured recruitment aligned with ESA standards and Health and Safety protocols, promoting compliant, safe, and consistent hiring practices.
- Updated candidate information in the recruiting database, tagging skills, certifications, job preferences, and location, and optimizing search functionality to fill positions efficiently.
- Organized candidate files with scanned resumes, references, and interview notes for efficient evaluation and selection.

INTERESTS

Sports: Avid fan of the NHL and NBA, keeping up with team strategies and player dynamics.

Softball: Participate in local league, demonstrating teamwork, leadership, and commitment to staying active.