

RANJEET KAUR

 Legal & Corporate Governance Professional | LL.B. | ACS | NCA Qualified

 [LinkedIn: linkedin.com/in/ranjeet-kaur-6590615](https://www.linkedin.com/in/ranjeet-kaur-6590615)

ARTICLING CANDIDATE- PROFESSIONAL SUMMARY

Legal and Corporate Governance Professional with 16+ years of cross-functional legal expertise in corporate law, compliance, litigation, IPR, contracts, and corporate governance matters. Proven ability to align legal strategies with organizational goals while managing risk, regulatory frameworks, and cross-border legal matters. Recently completed the **National Committee on Accreditation (NCA)** and **Legal Research & Writing (CPLED)** in Canada, currently pursuing **CPLED Practice Readiness** toward legal practice.

CORE COMPETENCIES

- Corporate & Commercial Law
 - Contract Drafting & Negotiation
 - Litigation & Dispute Resolution (Civil, Criminal, Arbitration, IP)
 - Intellectual Property Law
 - Corporate Governance & Regulatory Compliance
 - GDPR & Data Privacy
 - M&A, Joint Ventures, Corporate Structuring
 - Legal Research & Policy Development
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EDUCATION & CREDENTIALS

Canada

- **National Committee on Accreditation (NCA)** – *Federation of Law Societies of Canada*- **April 2025**
- **Legal Research & Writing (LRW)** – *CPLED*, **March 2025**
- **CPLED Practice Readiness Education Program** – *In Progress from June 2025*

India

- **Bachelor of Laws (LL.B.)** – *CCS University*, **2009**
 - **Associate Company Secretary (ACS)** – *Institute of Company Secretaries of India*, **2007**
 - **Bachelor of Commerce (B.Com)** – *University of Delhi*, **1999**
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PROFESSIONAL EXPERIENCE

Head – Legal & Company Secretary

Novateur Electrical & Digital Systems Pvt. Ltd. (Legrand Group), India

Dec 2010 – Present | Working Remotely from Canada since Aug 2023

Novateur is an Indian company that manufactures and distributes electrical and digital products, primarily focusing on power conditioning and protection. It is a subsidiary of Legrand, a global specialist in electrical and digital building infrastructure.

- Supported complex litigation across civil, criminal, arbitration, and IPR domains, aligning strategies with business risk and objectives.
- Handled Trade Mark and design litigations, including witness prep, technical analysis, and integration of product design rationale into legal strategy.
- Drafted and vetted pleadings, cease-and-desist notices, interim applications, and other legal documents.

- Drafted, negotiated, and reviewed a wide range of commercial contracts (MSAs, SOWs, Vendor Agreements, NDAs, MOUs, LOIs, Lease & License Agreements).
- Digitized contract lifecycle management, ensured legal risk review, and advised on clauses across domestic and international contexts.
- Ensured compliance with Indian law and Legrand Group's global governance standards.
- Managed trademarks, copyrights, patents, and industrial designs, including filings, renewals, oppositions, and enforcement.
- Led anti-counterfeiting initiatives and secured successful outcomes in critical IP disputes across India.

Corporate & Regulatory Compliance

- Managed secretarial compliance (ROC filings, board/shareholder meetings, resolutions), advised on Companies Act, SEBI, FEMA, and GDPR.
- Coordinated global compliance projects, privacy law adherence, and conducted internal audits.
- Supported M&A, JV, and restructuring projects with due diligence, documentation, and regulatory coordination.
- Collaborated with international teams and external counsel on filings and approvals.
- Drafted corporate policies (Whistleblower, CSR, Risk Management, Related Party Transactions) and provided legal opinions on contracts, corporate, employment, and data laws.
- Contributed to global reporting, audit compliance, capital restructuring, and FEMA-related filings.

Company Secretary

Honda Trading Corporation India Pvt. Ltd.

Jun 2009 – May 2010

- Managed compliance with Companies Act, FEMA, and labor laws.
- Supported audits, legal reporting, and capital increase filings.
- Facilitated board meetings, shareholder approvals, and ROC filings

Company Secretary

Brawn Biotech Ltd. (Listed Company)

Dec 2007 – Jul 2008

- Ensured SEBI and stock exchange compliance.
- Handled legal due diligence, board reporting, and internal policy drafting.
- Managed regulatory submissions and shareholder communications.

TRAINING & INTERSHIPS

Apprentice Trainee – Company Secretarial Practice

Naveen Gupta & Associates | Feb 2007 – Sep 2007

Management Trainee – Secretarial Department

National Thermal Power Corporation (NTPC Ltd.) | Jul 2004 – Feb 2005

ADDITIONAL INFORMATION

Languages: English, Hindi, Punjabi – *Fluent*

Technical Skills: Conducted in-depth legal research using Manupatra, LexisNexis, and CanLII; Worked on compliance and contract management software of TeamLease