

Muhammad Kazmi

Saskatoon, SK

Articling Candidate

Articling candidate with Canadian Certificate of Qualification (NCA) and cross-disciplinary legal experience in immigration, family, corporate, real estate, and commercial matters. Brings strong client-facing skills, legal research and drafting competence, and a business-oriented mindset developed through project management in residential construction and advisory roles. Adept at translating complex legal and commercial issues into practical next steps for clients and supervisor.

Education

NCA CERTIFICATE OF QUALIFICATION(CQ) , Federation of Law Societies of Canada	2025
BACHELOR OF LAWS (LLB) HONS , University of Sussex, UK	2024
BACHELOR OF COMMERCE (BCOM) , University of Saskatchewan	2022

Professional Experience

IMMIGRATION AND LEGAL ASSISTANT	June 2024 – Present
SK One Point Services – Saskatoon, SK	

- Conduct client intake interviews, identify legal issues, and assist with advising on appropriate procedural steps under supervision.
- Draft and prepare uncontested divorce applications, wills, powers of attorney, partnership agreements, and sales agreements with attention to accuracy, confidentiality, and deadlines.
- Prepare and process immigration files (temporary residence, permanent residence, spousal sponsorships), ensuring compliance with IRCC requirements.
- Support corporate matters including incorporations, name searches, Articles of Incorporation, and minute book preparation.
- Work with legal software and research platforms including LexisNexis, Clio, and Lawmatics.

PROJECT MANAGER & OPERATIONS	Sept 2020 – April 2023
SK Homes LTD – Saskatoon, SK	

- Managed residential construction projects from planning to closing (4–5 homes annually; average closing value ~\$700,000).
- Coordinated with lawyers, lenders, municipalities, subcontractors, and clients to ensure regulatory, contractual, and timeline compliance.
- Drafted, reviewed, and negotiated contracts and schedules; tracked budgets, invoices, and project milestones.
- Served as primary client contact, addressing concerns, explaining contractual obligations, and facilitating dispute-avoidant solutions.

E COMMERCE AND BUSINESS ADVISOR

May 2023 – Nov 2023

Sask Polytech– Saskatoon, SK

- Conducted market and industry research to support small and medium-sized businesses.
- Advised clients on aligning digital tools with commercial objectives, demonstrating analytical and problem-solving skills.
- Collaborated with stakeholders and trained incoming advisors, emphasizing clear communication and process management.

ADDITIONAL LEGAL EXPERIENCES & TRAINING:

- **Legal Research & Writing (LWR)** – CPLED
- **LexCanLearn Legal Research Certification** – LexisNexis Canada
- **Client Interviewing Competition Participant** – University of Sussex
- **Mooting Trial Competition Participant** – University of Sussex
- **Negotiation Competition Participant** – University of Sussex

Volunteering

Board Member

Aug 2025 – Oct 2025

Restorative Circles Initiative (RCI) – Saskatoon, SK

- Supported restorative justice processes, community engagement, and intake coordination.
- Contributed to alternative justice initiatives emphasizing accountability, inclusivity, and resolution.

Editor

Jan 2024 – Aug 2024

Jurist – Brighton, UK

- Edited and fact-checked legal articles on domestic and international law.
- Collaborated with contributors across jurisdictions to ensure clarity, accuracy, and analytical rigor.

Volunteer Student Advisor

Sept 2023 – Mar 2024

Citizen Advice – Brighton UK

- Assisted with client advice on immigration and financial support matters under the supervision of a qualified lawyer
- Supported consultations for 50+ clients, observing, documenting, and learning from supervising lawyers

Interests

Downhill Skiing: Over 10 years' experience; favourite terrain at Sunshine Village, Banff.

Brazilian Jiu-Jitsu: Blue belt; disciplined training emphasizing strategy, resilience, and continuous improvement.