

## RANJIT KAUR

(819) 930-9881 | [ranjitkaur0809@gmail.com](mailto:ranjitkaur0809@gmail.com)

### PROFILE

Highly organized and detail oriented legal professional with a strong academic background in law and practical experience working in a law firm environment. Through my work across areas such as immigration, family law, criminal law, real estate, class actions, and small claims matters, I have developed a solid understanding of legal procedures, file management, and client communication. As part of legal file preparation and case support, I conduct legal research using CanLII and Westlaw when required, assist in drafting and reviewing legal documents, manage case deadlines to ensure timely filings, and support files. I am comfortable working in fast-paced settings, balancing multiple priorities, and maintaining a high standard of accuracy, professionalism, and confidentiality.

### SUMMARY OF QUALIFICATIONS

- Experience drafting legal letters, completing legal forms, and preparing supporting documents with accuracy and attention to detail.
- Familiar with court procedures, including filing documents and arranging service in compliance with deadlines.
- Conduct legal research when required to support ongoing files and case preparation.
- Communicate directly with clients to gather information, provide updates, and maintain professional correspondence.
- Proficient in legal software, including Acumin, CLIO, and Cosmolex, as well as Microsoft Office, to manage files and support case work efficiently.
- Able to manage multiple files in a busy law firm environment while maintaining confidentiality, organization, and professionalism.

### EDUCATION

**Paralegal Graduate Certificate**  
Algonquin College, Ottawa, ON

September 2021 – September 2022

**Master of Law (LLM)** (Specialization in International Law)  
Lovely Professional University, Punjab, India

August 2020 – May 2021

**Integrated Bachelor of Arts / Bachelor of Law (Honours)**  
Lovely Professional University, Punjab, India

August 2015 – May 2020

[Canadian Equivalency as per WES analysis – First Professional degree in Law (Juris Doctor) and Masters degree]

## RELATED WORK EXPERIENCE

### **Legal Assistant**

**May 2025 – Present**

*McDougall Gauley LLP, Regina, Saskatchewan, Canada*

- Draft legal letters, memos, and forms, supporting various matters and ensuring accuracy and compliance with firm and court standards.
- Prepare files for court, including filing documents and serving them on relevant parties, while managing deadlines and procedural requirements.
- Maintain case files, track deadlines and diary entries in Acumin, and manage client billing, time entries.
- Conduct conflict searches and support file opening and closing procedures, including banking - trust and general account management.
- Communicate professionally with clients, courts, and other parties, providing updates and gathering information as needed.
- Perform Commissioner of Oaths duties and organize files to maintain efficiency and compliance within the office.

### **Legal Assistant**

**November 2024 – February 2025**

*Merchant Law Group, Regina, Saskatchewan, Canada*

- Prepare and draft legal court documents across various practice areas, including criminal, family, immigration, class actions, real estate, small claims, and provincial matters.
- Conduct legal research using platforms like CanLII, Westlaw, and other resources to support case strategies.
- Manage calendars, ensuring timely submission of counsel lists to court and adherence to court deadlines.
- Issue invoices and handle accounting tasks using Acumin, ensuring accuracy and compliance.
- Perform administrative duties such as sending and managing correspondence (via mail, email, telephone or fax), filing, and other office support tasks.

### **Immigration Legal Assistant / Administrative Assistant**

**May 2023 – November 2024**

*Pax Immigration Inc., Emerald Park, Saskatchewan, Canada*

- Conduct client consultations with guidance of authorised consultant, gather information, and prepare clients for immigration processes, ensuring compliance with legal requirements.
- Research and track immigration laws, policies, and precedents, ensuring up-to-date knowledge for ongoing cases.
- Prepare, review, and submit accurate immigration forms and applications, including for humanitarian, Express Entry, SINP, and PNP, ensuring compliance with regulations and deadlines.

- Manage client correspondence, scheduling, and documentation, including proofreading and preparing legal documents.
- Support colleagues by contributing to meetings, summarizing legal documents, and assisting with application preparation and filing.

**Internship at Alzameli Legal Services**  
*Paralegal Firm, Ottawa, Canada*

September 2022

- Conducted legal research on various topics relevant to client cases.
- Managed landlord and tenant applications, ensuring accuracy and compliance with relevant laws. Also did research on immigration cases.
- Proficiently filled out various legal forms and documents, ensuring completeness and accuracy.
- Drafted pleadings for court proceedings, including matters in small claims court, adhering to legal requirements and deadlines.
- Efficiently managed incoming phone calls and emails, providing timely responses and directing inquiries as necessary.
- Scheduled and booked consultations with clients, ensuring smooth coordination of appointments and availability of legal staff.

**PUBLICATIONS**

**Scopus Paper Publication:** Vol. 20 (Issue 5) Ilkogretim Online

April 2021

- International Humanitarian Law and Its Relevance in War Conflict Zones: A Study with Special Reference to Syria.

**BOOK: A Manifestation of Socio- Legal and Contemporary Issues:** Vol 1 Chapter: 12 2021

- The East-China Sea Dispute Genesis, Legal Issues and New Developments

**LICENSES & CERTIFICATIONS Bar Council of Punjab & Haryana**

Issued on August 2020

**Member District Bar Association Jalandhar, Punjab, India**

**September 2020 – till present**

During my academic tenure, I qualified as a licensed lawyer in India by successfully completing the Bar examination and am currently in good standing with the District Bar Association of Jalandhar, India. This credential reflects my formal legal training and adherence to professional standards, providing a strong foundation for my practice and understanding of legal procedures.