



ASHAIS ASHAIS

Highly motivated and reliable legal counsel with outstanding academic achievement and a strong talent for legal research. Able to function extremely well independently, with expertise in contract drafting, legal compliance, and fostering strong professional relationships. Adept at handling complex legal transactions and ESIs, while collaborating with various stakeholders to enhance organizational efficiency and mitigate risks.

◆ L9E 1N1, Milton, ON, CANADA ◆ +1 647-809-9293 (Botim & Whatsapp) ◆ ashais@hotmail.com

PROFESSIONAL EXPERIENCE

Legal Counsel ► Ropstam ► Jan. 2023– Present

- Drafting, negotiating, and reviewing legal contracts, NDAs, proposals, and other company documents
- Researching and interpreting laws and regulations
- Providing legal advice and employee contract compliance
- Ensuring compliance with all applicable country laws and regulations
- Assisting with Employee Contracts and Human Resource termination cases
- Drafting legal memoranda and standardized contracts
- Review of contract request forms and collecting information necessary for contracts
- Working on MENA expansion

Paralegal ► AM Legal Services ► Sept. 2022– Jan. 2023

- Preparing, filing, and following up on all necessary Landlord Tenant Board forms, applications, and orders
- Handling Small Claims civil dispute matters
- Submitting requests for discovery and drafting pleadings
- Responding promptly and consistently to follow up and highlight urgency
- Use of Officio for immigration CMS and CLIO for LPMS databases
- Enforcing judgments and evictions through court and sheriff's office
- Reviewing and submitting legal documents and abiding by court and tribunals' civil procedures

Business Development Manager ► Canadian Software Agency ► Sept. 2021– July 2022

- Conduct thorough client research to identify and develop qualified sales prospects
- Used tools like Salesforce, Slack and Google Workspace to coordinate with teams
- Use of CRMs to support sales processes and targets
- Oversee won contracts in collaboration with Team Managers
- Convert prospects into new business, and achieve sales targets
- Overseeing and training new employees on client retention and negotiating price points
- Conduct quality control checks and audits to ensure compliance with corporate guidelines.
- Deliver compelling sales presentations and write persuasive prospecting emails.
- Develop strong client relationships and provide exceptional service for repeat business

DC Analyst ► Best Buy Canada ► Aug. 2019–June 2021

- Analyzing data and coordinating with carriers
- Verifying vendor invoices
- Investigate discrepancies and troubleshoot system issues
- Ensuring data accuracy
- Filter and formulate Excel sheets for data processing through RDM and EDI systems
- Investigating inventory loss and delays
- Responsible for ensuring the smooth flow of RIP/white good orders
- Case management using Salesforce and OIS, RMS, ClearD, and E-grace applications
- Coordinating with third-parties and adhering to SOPs

Legal Associate ► Karim Law Associate ► July 2018–July 2019

- Drafted various court documents and invoices at the attorneys' requests
- Proofread and draft legal documents, pleadings, affidavits, SOIs, and relevant forms
- Working under tight deadlines.
- Reading into statutes and editing documents
- Assist senior advocates in day-to-day court and office functions
- Performed contract reviews
- Compose client communications
- Attend court for miscellaneous matters when required
- Observing, note-taking and participating in client meetings and trials

Legal Assistant ► Delgado & Associates ► Oct. 2016–May 2018

- Manage and maintain client files and server databases
- Reviewing forms and client information for consistency and submitting LAT tribunal applications
- Photocopying and faxing documents
- Schedule and confirm appointments
- Drafting correspondence, insurance documentation, letters, and relevant OCF forms.
- Exceptional understanding of the Rules of Civil Procedure and the Rules of the Small Claims Court.
- Arrange medical follow-ups and reviewing or submitting medical documentation.
- Sitting in during client-intake interviews and LAT conference calls
- Prioritizing files and work tasks to meet deadlines and calendar management
- Ensuring the confidentiality of client information.

CSO ► TD Canada Trust ► Mar. 2014–July 2016

- Processed all banking transactions accurately and efficiently while ensuring productivity, compliance, and procedural work were met
- Identified client needs and referred financial products and services
- Deliver Legendary service at every interaction
- Facilitate customer requests
- Comply with Bank and Industry Codes of Conduct
- Gather and analyze data to identify and resolve complex problems
- Review unusual fraud activities and coordinate with internal departments

CSR ► Cash4You ► Dec. 2012–Jan. 2014

- Perform daily audits, surveys, data entry, and attend to customer issues, concerns, and complaints.
- Registering new clients and ensuring files are up-to-date with recourse/ information established in-store systems
- Processing loan agreements, cheque cashing, Western Union money transfers, money orders, bill payments, fax/copy services through various business-standard software and POS systems
- Send out letters, make debt collection calls, and conduct pre-debiting ACHs through bank for default customers
- Filling out and submitting consumer proposals, credit counseling, and bankruptcy documents
- Prepare/conduct bank deposits; filing and ensuring storage/destruction of current and lapsed customer files.

EDUCATION

- *University of London* – B.A LL.B
- *York University*- Bachelors
- *CIMT College* – Pre-Law
- *Abbey Park High School* - SSD

KEY SKILLS

- Microsoft Office and Cloud Computing
- Legal Research/Writing
- Client confidentiality/Communication
- Contract Review and File Management
- Case/Calendar Management
- Analytical Thinking
- Customer Experience
- Risk Mitigation
- Inventory/ESI Management
- Team Coordination
- Scheduling & Logistics
- Ad-hoc administrative duties
- Liaising & Coordinating with teams
- Managing deadlines reliably

ACHEIVEMENTS

- Registered with the Law Society of Ontario (LSO) as a P1 member in Good standing
- Registered as a Commissioner for Oaths and Notary Public in Good standing
- Recognized as an Attorney in Good standing with the SBC and the PBC
- Can speak five languages
- Received several academic scholarships and included on the Dean's List as well as the Ontario Scholars list.
- Proficient with all prevalent technical software's, applications, and tools
- PMP/PMI Agile certified
- Undergoing Applied Scrum for Agile Project Management course
- Writing the RCIC Canada EPE exam for immigration practitioners license with CICC in September, 2024
- Competent IT user capable of working across multiple IT systems (MS Office + In-house systems).

ASHAAS