

MANENDER SINGH MANN

Toronto, manendersinghmann@gmail.com

PROFESSIONAL SUMMARY

Litigation-focused Legal Assistant with formal Canadian paralegal training (Dean's List) and strong knowledge of Ontario Rules of Civil Procedure, court documentation, and litigation file management. Familiar with preparation and formatting of pleadings, coordination of court filings, docketing practices, and lawyer calendar management in fast-paced legal environments.

RELEVANT EXPERIENCE

Paralegal Placement Student, Sept-2024 – Dec- 2024

VJ Legal Services Professional Corporation – Brampton, ON, Canada

- Strong knowledge of Ontario Rules of Civil Procedure and standard court documentation requirements.
- Familiarity with preparation and formatting of pleadings, affidavits, motion records, and confirmation forms.
- Knowledge of coordinating court filings and communication with process servers and court offices.
- Understanding of litigation docketing practices and prioritization of incoming assignments.
- Familiarity with maintaining lawyer calendars and scheduling discoveries, meetings, and court appearances.
- Strong knowledge of litigation file organization, file opening and closing procedures, and maintenance of file lists.
- Understanding of proofreading and formatting legal documents to meet court and firm standards.
- Familiarity with client, court, and opposing counsel correspondence under lawyer direction.
- Knowledge of document management systems and electronic file organization.
- Awareness of confidentiality, prioritization, and independent task management within litigation practice.

Legal Medical Advisor, August-2020 – November-2023

Quality Patient Safety Solutions Pvt. Ltd – Gurugram, HR, India

- Knowledge of reviewing and organizing legal and medical records in accordance with regulatory and confidentiality standards.
- Familiarity with file management, document control, and professional communication regarding sensitive documentation.
- Understanding of compliance-driven workflows, prioritization, proofreading, and maintaining accuracy in formal records.

Business Development Executive, Jan-2020 – May-2020

Z1 Media – Gurugram, HR, India

- Knowledge of professional correspondence and document preparation in fast-paced business environments.
- Familiarity with managing multiple assignments, deadlines, and client communications with accuracy and organization.
- Understanding of record keeping, information tracking, and structured workflow across teams

Volunteer, Nov-2013 - April 2018

Legal Lions – New Delhi, India

- Increased community awareness of program services through active engagement for about 20 schools in Delhi's National Capital Region.
- Communicated program benefits effectively using strong interpersonal skills.
- Enhanced literacy rates by conducting weekly volunteer tutoring sessions.

SKILLS & LANGUAGES

- **Document Management & Legal Support:** Legal Document Drafting & Proofreading | Litigation Support | Service of Documents | Court scheduling and deadline tracking| Time Entry Systems | Legal Research & Analysis | Rules of Civil Procedure.
- **Administrative Support:** Calendar Management | Meeting Coordination | Expense Reporting | Multi-tasking & Prioritization.
- **Languages Known** – English (Fluent)
Hindi (Native)
Punjabi (Conversational)
- **Microsoft Office Suite:** Excel | Word | PowerPoint | Outlook | Legal Document Management Systems
- **Corporate Governance & Transaction Support:** Mergers & Acquisitions | Due Diligence | Corporate Resolutions | Shareholder Agreements | Regulatory Compliance.
- **Professional Capabilities:** Attention to Detail | Strong Communication Skills | Organizational Skills | Confidentiality & Professional Discretion | Team Collaboration | Problem Solving| Alternate Dispute Resolution (40Hrs Training) | Freelance Project Management | Client Liaison & Communication | Legal Research & Analysis | Contract Drafting & Negotiation
- **Technical Skills:** SharePoint| Adobe Acrobat || Westlaw | CanLII | Quicklaw.

EDUCATION & CREDENTIALS

Humber Polytechnic College - Toronto, ON

- **Paralegal Graduate Certificate:** December, 2024

University of Edinburgh - Edinburgh, United Kingdom

- **Post Graduate Diploma- General Law:** November, 2019

I.P University - New Delhi, India

- **B.A LLB (Bachelors of Law/JD):** Law, May, 2018

York University - Toronto, Canada

- **Post Graduate Certificate:** Digital Marketing, October 2025

Availability – Mon-Friday, 8:00 AM to 6:00 PM

References available upon request.

LinkedIn- <https://www.linkedin.com/in/manendermann/>

Website- <https://manendermann.com/>