**Kumally**

**Kumally.339786@2freemail.com**

**PROFILE**

* More than 21 years of experience working as a legal assistant in law of litigation
* Ability of records management skills to set goals, create and implement plans of action
* Languages spoken and written: English, French and Urdu (spoken only)
* Ability with following software:
* MS Word, Excel, Outlook and Internet

**LEGAL WORK EXPERIENCE**

Legal Assistant (1994-2003)

**Smith St - Martin Morin LLP – Law firm - Montreal, Quebec**

* Transcription of legal documents
* Follow-up with the Court and counsels of the opposing party
* Filing of documents and billing
* Commissioner for oaths

Legal Assistant (2004-2005)

**Borden Ladner Gervais, law firm - Montreal, Quebec**

* Transcription of legal documents
* Follow-up with the Court and counsels of the opposing party
* Filing documents and billing
* Basic translation
* Commissioner for oaths

Legal Assistant (2005 to date)

**Lapointe Rosenstein Marchand Melançon – law firm – Montreal, Quebec**

* Assisting managing partner (travel arrangements, meeting set-up, typing of documents of confidential nature)
* Transcription of legal documents
* Follow-up with the Court and counsels of the opposing party
* Filing documents and billing
* Basic translation
* Commissioner for oaths

**PROFESSIONAL QUALITIES**

* Ease of getting in touch with people
* Sense of organization and priorities
* Dynamism and interpersonal skills
* Sense of responsibility
* Problem solving skills
* Attention to details
* Good work planning
* Good sense of observation

References will be provided on request