

Naila Ali

Kitchener | 519-573-1536 | naila1.ali@torontomu.ca

EDUCATION

Certificate of Qualification National Committee on Accreditation, Federation of Law Societies of Canada	Received 01-2022
Bachelor of Laws - LLB University of Peshawar, Peshawar, KP, Pakistan Relevant courses: criminal law, civil procedure, interpretation of statutes and human rights.	09-2015 - 03-2018
Bachelor of Arts – BA University of Peshawar, Peshawar, KP, Pakistan	09-2012 - 06-2014
Ontario Secondary School Diploma Grand River Collegiate Institute, Kitchener, ON, Canada	09-2008 - 06-2012

LEGAL EXPERIENCE

Law Practice Program - Candidate Toronto Metropolitan University, Toronto, Canada	08-2023 - Present
<ul style="list-style-type: none">• Currently enrolled as a candidate in the Law Practice Program conducted by TMU, involving 16 weeks of extensive training on the skills and competencies of a lawyer as required by the LSO.• Routinely conducting legal research and preparing memoranda for senior partners.• Regularly conducting client interviews, preparing interview notes and drafting required legal documents.• Completing general administrative tasks such as opening new files, conducting conflict checks, proofreading documents, responding to clients and docketing all billable and non-billable time in Clio.• Completing legal file work in various practice areas including criminal law, civil litigation, business law, family law, administrative law, real estate law and wills and estates.• Currently preparing for trial; examination-in-chief and cross-examination in a breach of contract case.• Presently representing the plaintiff in a personal injury case and preparing for discovery.• Participating in workshops designed by subject matter experts to enhance essential skills such as legal research, professional writing, effective communication and trial advocacy.• Participating in workshops for research tools; CanLII, Westlaw Canada and Lexis Advance Quick law.• Completed the Stitt, Feld, “Handy Negotiation Program”, including live workshops and an online negotiation course resulting in Certification.	
Advocate/ Junior Law Associate Khalid & Law Associates, Peshawar, Pakistan	03-2018 - 06-2019
<ul style="list-style-type: none">• Practiced at a well-established law firm under the direct mentorship of Advocate Khalid Mehmood (retired justice of The Peshawar High Court).• Worked on all aspects of criminal, civil and family law cases including litigation.• Assisted with constitutional writ petitions for service cases in the High Court (court of appeal).• Routinely conducted client interviews, prepared clients for trial and provided legal advice.• Drafted legal documents including complaints, written statements, applications, and affidavits.• Developed litigation strategies for assigned cases based on comprehensive legal research.• Appeared in court, conducted trials and out of court settlements through negotiation or ADR.• Assisted Afghan refugees and Internally Displaced Persons (IDPs) with matters of settlement, citizenship, visa, and deportation.	

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Participant

11-2018 – 11-2018

Khyber Pakhtunkhwa Commission on Status of Women

- Participated in KPCSW’s campaign, “16 Days of Activism Against Gender-Based Violence”.
- Attended seminars, workshops and guest speech events over the course of two weeks.
- Represented the legal fraternity by sharing legal insight and remedies available to victims.

Student Intern

09-2017 – 01-2018

Public Prosecutor Office – District & Sessions Court Peshawar, Pakistan

- Conducted research on each file including researching offences, sentencing, and relevant bail provisions.
- Assisted Public Prosecutor in negotiations with defence counsel, bail hearings, and sentencing hearings.

OTHER WORK EXPERIENCE

Sales Consultant - Rogers Communications

08-2019 – 09-2021

Kitchener, ON

- Worked as an inbound tele-sales consultant providing expert advice on services and products.
- Consistently met sales targets and exceeded customer experience targets set by the company.
- Received extensive training in sales, customer interactions and effective communication.
- Navigated multiple computer systems simultaneously to access and create accounts, place orders, perform credit checks and manage payments.
- Trained on the use and handling of classified data in accordance with the Personal Information Protection and Electronic Documents Act “PIPEDA”.
- Routinely reviewed relevant regulations and policies mandated by the Canadian Radio-television Telecommunications Commission “CRTC”.

Manager - Tim Horton’s Franchise

07-2014 - 08-2015

Kitchener, ON

- Worked at Tim Horton’s initially as a cashier/team member and later as a restaurant manager.
- Managed the following areas: customer service, sales, employees, administration and operations.
- Effectively managed a team of over 20 employees while ensuring sales targets were met and store audits and evaluations were passed.
- Participated in Eagle Flight’s “Living Leadership” certification focused on effective, productive and compelling leadership.

SKILLS AND QUALIFICATIONS

- Excellent computer skills and expertise in MS Office.
- Trained on the use of legal software and legal research tools including Westlaw and Lexis+ Canada.
- Trained in inputting, saving, retrieving and, processing data in interface software.
- Comfortable in email correspondence, interdepartmental communication, and administrative tasks.
- Licensed Advocate with the Khyber Pakhtunkhwa Bar Council, Pakistan.
- Ontario Driver’s license holder and access to a personal car.

LANGUAGES & INTERESTS

- Written and oral proficiency in Pashto and Urdu.
- Oral proficiency in Hindi.
- I enjoy art, photography and travelling. I embrace positive energy and like to maintain a healthy lifestyle.

References available upon request.