

THEVALECTHUMY BALASUNDRAM

Law & Commerce graduate with practical experience supporting legal documentation, compliance procedures, and structured operational processes within a professional environment.

Experienced in research, documentation management, and coordinating procedural requirements under strict deadlines. Demonstrates strong commercial awareness through academic and project experience involving regulatory frameworks, international market entry strategies, and risk considerations affecting business operations.

Recognised for being organised, reliable, and able to work effectively in fast-paced environments requiring accuracy and professionalism. Fluent in Malay, English, Tamil, and Chinese, enabling effective communication with stakeholders across business and corporate environments.



CONTACT



thevabala16@gmail.com

EDUCATION

Foundation in Law (CGPA : 3.27)

Brickfields Asia College

Bachelor of Law & Commerce (CGPA 3.72)

Management & Science University

Core Areas of Study:

Commercial Law, Contract Law, Company Law,
Corporate Governance, International Business.

ACHIEVEMENTS

- Dean's List – Academic Excellence
- Best Performing Student – Commercial & Legal Studies
- Moot Court Excellence Award
- Outstanding Legal Internship Performance Award
- Best Research & Presentation Award
- Moot Court Excellence Award

WORK EXPERIENCES

Gurdip Sarjit & Co Legal Intern

- Assisted in preparing professional documentation including formal correspondence, affidavits, submissions, and supporting case materials.
- Conducted research on statutory requirements and regulations to support legal and procedural decision-making.
- Maintained structured documentation systems for case files, improving accessibility and document tracking.
- Monitored filing timelines and procedural requirements to ensure timely submissions and accurate documentation.
- Coordinated with internal staff and court officers to manage administrative procedures and case updates.
- Supported legal teams by organising document bundles and maintaining clear case records during hearings.

CORE SKILLS

- Business Documentation & Administrative Coordination
- Compliance Monitoring & Regulatory Awareness
- Contract & Legal Documentation Support
- Research & Information Analysis
- Organised File & Document Management
- Deadline & Process Management
- Risk Awareness in Business Operations
- Multilingual Communication

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PROJECT EXPERIENCE

Comparative Regulatory Research – Halal Food Regulations (Malaysia & Indonesia)

- Conducted comparative analysis of Malaysian and Indonesian halal regulatory frameworks.
- Examined statutory requirements, certification authorities, and compliance implications for cross-border trade.
- Presented structured findings on regulatory gaps and harmonisation considerations.
- **Awarded Best Research & Presentation for analytical depth and regulatory insight.**

International Market Entry Strategy – Thailand (Legal & Commercial Analysis)

- Analysed legal and commercial risks affecting cross-border market entry.
- Assessed regulatory considerations impacting operational compliance.
- Contributed to risk-mitigation strategies in business expansion planning.
- Project recognised as Best International Marketing Strategy.

LANGUAGES

- Malay – Fluent
- English – Fluent
- Tamil – Fluent
- Chinese – Fluent

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Basic Artificial Intelligence

OVERALL SUMMARY :

- A commercial legal-support professional who can function inside a fast-moving business group.