



# Annabelle Lecluse- Moka

**Paralegal**

Montréal

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## Team Value and Skills

Annabelle Lecluse-Moka is a junior paraprofessional in the Business Law Group in our Montreal office. She assists clients in the drafting and filing of annual declarations with the Enterprise Registrar, annual federal reports and annual declarations of extra-provincial enterprises, and other related tasks. Annabelle also performs corporate searches, and participates in maintaining company minute books.

Her experience as a paraprofessional and corporate law means that she can quickly understand the different types of enterprises and applicable regulations, as well as maintain client files. She also has an integrated customer service approach and ensures that the quality of work meets the firm's standards.

## Experience

Annabelle has more than 10 years' of experience in managing companies and trusts, drafting minutes and resolutions, maintaining books and performing compliance audits for clients. Before practicing in Canada, she worked for a financial company located in Mauritius that mainly managed companies and trusts.

## Certifications and Education

- Higher School Certificate (Quebec equivalent: College diploma in human sciences – administration
- Chartered Secretaries and Administrators (ICSA) certificate – Great Britain – paralegal technology and corporate secretariat