

NANA AMMA ASARE-BOATENG

LAWYER

 (+233) 050 000 7037

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 P.O Box CT 10016,
Cantonments-Accra

 [Nana Amma Asare-Boateng](#)

SUMMARY

Performance-driven lawyer previously trained in Business administration with additional practical experience of working with individuals from diverse backgrounds in varying settings.

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Power BI)
- Legal Writing
- Legal Research
- Tech-savvy
- Collaborative skills
- Innovative
- Adaptability
- Critical thinking
- Attention to detail
- Goal-Oriented

WORK EXPERIENCE

Ntrakwah & Co.

Pupil | November 2023 - Present
Intern | August - September 2022

- Conducted legal research and due diligence to provide innovative solutions for clients.
- Reviewed & updated Corporate Governance framework, agreements and company constitutions to ensure clients were compliant with regulatory standards.
- Drafted legal opinions, instruments, court processes & proposals according to clients' peculiar needs.
- Collaborated with the Business Development team to improve the firms visibility on social media
- Facilitated the registration of trademarks, patents, copyright & industrial designs with the Industrial Property Office.
- Drafted minutes of meetings & notices of agenda for circulation to clients.
- Wrote legal articles for publication.

Prime Attorneys Ghana

Intern • July - August 2019

- Aided Company secretary to prepare minutes for executive meetings.
- Facilitated registration of companies with RGD.
- Conducted legal research & prepared a draft report for publication.

Land Registration Division, Lands Commission

National Service Person • September 2017–August 2018 | January 2019

- Issued land certificate numbers on approved applications.
- Drafted written correspondence to update applicants on the status of their application.
- Aided and advised customers on inquiries and complaints.
- Created and maintained electronic records to improve recordkeeping.

Deloitte West Africa, Ghana

Audit Associate Intern • June 2016 – August 2016

- Worked with Audit Seniors, Associates and managers to audit financial reports of client companies.
- Designed flowcharts for the audit team to illustrate each organizational process to ease audit process and reduce time spent on each audit.
- Managed output from each member and compiled excel reports daily improving productivity to complete audit process before deadline.

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Phoenix Insurance Company Limited

Intern • June 2014 - July 2014

- Interviewed prospective clients to obtain data about their financial resources and discussed existing coverage.
- Addressed clients' grievances and needs over the phone.
- Sought out old and potential clients via referrals, cold calling and networking.

EDUCATION

Professional Law Course

Ghana School of Law (GSL)
October 2021-October 2023

Bachelor of Science (B.Sc) in Business Administration (Accounting Option)

University of Ghana Business School (UGBS)
September 2013 - May 2017

Bachelor of Laws (LLB)

University of Ghana School of Law (UGSOL)
September 2018-July 2021

West African Senior School Certificate Examination (W.A.S.S.C.E)

Holy Child School, Cape Coast
September 2010 - May 2013

CERTIFICATIONS

Qualifying Certificate in Law(QCL)

October 2021-October 2023

Certified Business Data Analytics (CBDA)

Centre for Business Analysis Ghana
February 2024 - Present

VOLUNTEERING, LEADERSHIP & PROJECTS

Participant - Making Rights Real Project: Harvard Law School (HLS)-University of Ghana School of Law (UGSOL) Exchange Program

University of Ghana School of Law
December 2019 - January 2021

Events Committee Co-head

University of Ghana School of Law (UGSOL)
September 2019-July 2020

Editor-in-Chief Legon Business Journal (LBJ)

University of Ghana Business School (UGBS)
September 2015 - October 2016

Volunteer - Helpcomm Ghana Mentoring & teaching underprivileged children

September 2010 - May 2013

REFEREES

• Mr. Abdul-Lateef Shaibu
Associate, Ntrakwah & Co,
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• Mrs. Yaa Agyeman Boadi
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