

BENJAMINA BERNICE AMIHERE
NORTH LEGON, ACCRA, GHANA
Cell No: 0558342169
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SKILL SUMMARY

Skilled in legal research, drafting legal documents, and assisting with case management. Experienced in supporting corporate law and litigation practices, and have strong analytical and communication abilities with a commitment to accuracy and client service.

EDUCATIONAL BACKGROUND

- 1. Ghana School of Law, Makola, Accra. (November 2021 -May 2024)**
 - Call-to-Bar, May 2024
- 2. Kwame Nkrumah University of Science and Technology, Kumasi (2015-2019)**
 - LL. B (Second Class Honors, Upper Division)
- 3. Archbishop Porter Girls' Secondary School, Sekondi-Takoradi (2012-2015)**
 - WASSCE Certification

WORK EXPERIENCE

INTERN - FREYSSNIT CONSTRUCTION, RIYADH, SAUDI ARABIA. (February 2024 – July 2024)

- Assisted construction project analysts in reviewing contracts drawn up between the clients and the company.
- Researched and compiled findings of research on matters including ADR, specifically arbitration and other matters relating to construction law for lawyers in the legal department
- Contributed to the preparation of legal documentation for construction projects, enhancing the efficiency of contract administration.

INTERN – N.DOWUONA & COMPANY, ACCRA, GHANA (June 2023 – August 2023)

- Assisted in the preparation and review of legal documents, including contracts, agreements and due diligence reports.
- Conducted legal research on various aspects of corporate and commercial law, providing support for client advisories and litigation cases.
- Participated in client meetings and observed negotiations, gaining insights into corporate transactions and dispute resolution.

INTERN - GHANA SHIPPERS' AUTHORITY, ACCRA, GHANA (July 2022 - August 2022)

- Assisted the head of the legal department in preparing for two arbitration processes between the Authority and its past clients and employees.

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- Aided in the filing of cases and performed other administrative tasks such as the preparation of memos, taking of minutes and attending to the front desk at the Authority's legal department.
- Assisted the department in drafting, reviewing and negotiating construction contracts, ensuring compliance with legal standards and company policies.

INTERN - KORANTENG & KORANTENG LEGAL ADVISORY, ACCRA, GHANA
(July 2021-November 2021)

- Assisted with the registering of new companies, the filing of annual returns and other company secretarial duties
- Assisted with the drafting of contracts and editing of proposals for projects the firm was involved with at the time.
- Collaborated with legal team to analyze contract terms, identify potential issues and support contract execution.

SERVICE PERSONNEL- LEGAL AID COMMISSION, SEKONDI-TAKORADI, GHANA
(September 2019 – September 2020)

- Assisted with different forms of Alternative Dispute Resolutions such as mediations and negotiations and conducted some sole mediations, under supervision
- Assisted legal practitioners by taking notes, replies, and proof-reading procedural documents such as statement of claim, statement of defense, motions and searches when necessary.

LEADERSHIP SKILLS AND VOLUNTARY EXPERIENCE

1. **General Secretary**, Students' Representative Council, Ghana School of Law (November 2022 - November 2023)
 - Preparation of minutes, issuing of communiques and liaising between the school's management and the student body on student-welfare matters.
2. **President**, Writers and Debaters' Club, Archbishop Porter Girls Secondary School (2014-2015)
3. Student Tutor, AISEC Ghana, Local Volunteering Program (January- February 2018)
 - Volunteered to tutor orphans, vulnerable and street children in English Language and Mathematics at the Cherubs Children's Home in Kumasi. Motivated and offered peer

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to-peer counselling to the residents of the home, paying particular attention to the adolescents and young adults.

INTERESTS

Reading novels on African literature, watching true crime documentaries and podcasts, swimming.

REFERENCES

1. Dr. Christopher Y. Nyinevi, ECOWAS Court of Justice, Abuja, Nigeria
 - Email address: cnyinevi@courtecowas.org
 - Contact: +234 803 240 6144

2. Badr A. Sabban, Head Contract Analyst, Freyssinet Construction, Riyadh, Saudi Arabia
 - Email address: badr.sabban@fsa.com.sa
 - Contact: +966 50 637 4781

3. Afua Koranteng, Managing Partner, Koranteng & Koranteng, Accra, Ghana
 - Email address: Afua@korantenglaw.com