

RESUME

Sandra Ansomah Osei

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Professional Summary

A certified and practicing lawyer with the Ghana Bar Association with proven knowledge in various practice areas of law including;- corporate and commercial law, dispute resolution, property law, criminal law, family law, labour law, and litigation. I have meticulous attention to detail, which enables me to analyze complex legal issues and provide sound legal advice.

My key strengths include: - advocacy skills, attention to detail, analytical thinking, research skills, problem-solving abilities, communication skills, high sense of creativity, innovation, and results-oriented.

Career Objective

A dedicated and result-oriented lawyer seeking a challenging and rewarding role as an Associate in a reputable firm, that provides opportunities for professional growth and development, enables me to utilize my legal knowledge and skills to support the success of the firm and contribute to the delivery of high-quality legal services to clients.

WORK EXPERIENCE

YEAR

INSTITUTION AND POSITION/ DUTIES

2022 till date

Dehyena Chambers (Law Firm)

Associate – Responsibilities include:

- Drafted and reviewed pleadings and agreements including conveyance, settlement agreements, and contract agreements among others for clients.
- Represented clients in court by moving applications, opposing applications, and conducting trials.
- Assisted clients in resolving legal matters through mediation.
- Conducted legal research and provided legal opinions on various legal matters including contract and commercial matters.
- Provided sound legal advice to clients on various legal matters including loan and contract agreements.

2019- 2020

Minkah Premo, Osei Bonsu, Bruce – Cathline and Partners (MPOBB) – Law Firm

Paralegal (Corporate Department) – Responsibilities include:

- Assisted the corporate head in drafting and reviewing legal documents including notices of meetings, minutes, resolutions, corporate agreements and contract drafts for clients.
- Conducted legal research and wrote legal opinions on corporate and contract law.
- Managed and organized documents to ensure efficient access and retrieval.
- Assisted in ensuring that annual financial statements of client companies were dispatched to members of their respective Boards.
- Assisted in ensuring legal compliance of clients, including registering and filing annual returns at the Registrar Generals Department.

- 2014-2016** **Castle Gate Estate Limited (Real Estate)**
Marketing Executive – Responsibilities include:
- Marketed lands and buildings at various locations including Tema Community 22, and Community 25.
 - Promoted sales to meet set targets through television, newspaper advertisements, and campaigns.
 - Provided excellent customer service to clients, including provision of detailed explanation of services.
 - Handled client documentation and transactions
 - Handled customer requests and grievances and followed up to ensure customer satisfaction.
- 2013- 2014** **Ecobank Development Corporation (Finance & Investments)**
Investment Sales Executive- responsibilities include:
- Generated new business leads and developed client relationships to drive sales growth.
 - Promoted investment products (Balanced Fund, Kiddy Fund and Fixed Income Fund)
 - Handled all clients' correspondence and documentation to promote sales
 - Communicated client grievances and requests to responsible officers for immediate action to be taken and followed up to ensure that appropriate client response is given.
 - Provided investment advice to clients; including high-net-worth individuals and institutional clients on the most suitable investment product.
 - Provided weekly reports on sales.
 - Stayed up to date with market trends, regulatory changes, and industry developments to maintain expertise and provide informed advice.
- 2010 – 2012** **Christian Professionals Fellowship (CPF) Women's Lab.**
Administrative Assistant - responsibilities include:
- Provided administrative support to senior management and teams across the organization.
 - Managed calendars and coordinated meetings
 - Prepared and edited documents, and reports and made presentations at meetings.
 - Collaborated with the General Manager on recruiting, selection, induction, and appraisal of employees.
 - Demonstrated discretion and confidentiality in handling sensitive information.
 - Assisted in event planning, including logistics and coordination.
- 2009- 2010** **Institute of Statistical Social and Economic Research (ISSER)**
Research Assistant – Responsibilities include:
- Conducted a farmer-based Organization survey to assess the impact of the Millennium Challenge Account Program on the lives of farmers in Ghana.
 - Assisted in data collection and measuring the living Conditions and Sustainability of Cocoa Farmers in Ghana
- 2005- 2006** **District Health Administration (Dodowa)**
National Service Personnel – Responsibilities include:
- Assisted the district statistical officer in collating and analyzing monthly reports from various sub-clinics in the district.
 - Organized workshops for the local statistical officers of the sub-clinics.

EDUCATIONAL BACKGROUND

<u>YEAR</u>	<u>INSTITUTION</u>
2020- 2022	Ghana School of Law (Makola) (BL)
2016- 2019	Mountcrest University College Bachelor of Law (LLB)
2006 -2009	University of Ghana (Legon) Bachelor of Arts (Psychology)
2002 – 2005	University of Ghana (Legon) Diploma (Religions)

PROFESSIONAL MEMBERSHIP

- Ghana Bar Association

COMPUTER PROFICIENCY

- Microsoft Office

HOBBIES

- constructive debates
- reading
- cooking
- travelling

REFEREES

Johnny Andoh-Aurthur (PhD)
Senior Lecturer
Psychology Department
University of Ghana, Legon
Tel. – 233 -54-5903898

Ferguson Ofori-Atta
Chief Finance Officer (CFO)
Republic Bank
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