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|  | NORAH  |
| **PROFILE**A hard working professional with a passion for success and a knack for excellence, who is keen on finding an enterprising position with a successful and ambitious organization that offers opportunities for career development and advancement, where my experience can be put to good use for the benefit of the organization.**SKILLS**Communication Good judgment Attention to detailExceptional drafting skills ResearchPunctuality Negotiation Mediation**HOBBIES**WritingWatching movies Music | **EDUCATION****Barrister at Law (BL) Nigerian Law School** 2011 - 2012**Bachelor of Laws (LL.B) Nnamdi Azikiwe University** 2006 - 2011(2nd Class Honours)**WORK EXPERIENCE****NAAC Foundation (Legal Counsel)**Jan. 2019 – Present* Developed and oversaw the systems to ensure that the Organization comply with laws and guidelines related to their business or other activities.
* Draft and review agreements, contracts and other legal documents to ensure the Organization’s rights are protected.
* Represents the Organization in all legal matters including out of court settlements.
* Provide training to the Organization’s Board of Trustees.
* Interfaced with external counsels for the Organization.

**Wi-Pay Technologies Limited (Company Secretary)**March 2015 – Dec. 2018* Created the rules of Board of Directors of the Company.
* Created an Enterprise Risk Management Framework.
* Was an integral part of the team that rolled out mobile money operations.
* Ensured all contractual obligations, responsibilities, renewals and termination requirements were timely met and executed.
* Dealt with correspondences, wrote reports, and ensured that management decisions were communicated to the relevant company stakeholders.
* Advised on corporate restructuring, private equity, corporate governance, contract law and other aspects of commercial transactions.
* Proffered advice with respect to corporate, legal, conduct of meetings and other matters.
* Drafted and reviewed legal agreements for the company.
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* Organized, prepared agendas for board meetings and annual general meeting.

**Chinwude Chambers (Lawyer)**

Nov. 2013 – Feb. 2015

* Successfully organized the filling system of the firm.
* Represented clients in and out of Court.
* Advised clients on their rights and obligations in business transactions.
* Prepared and filed court documents.
* Conducted legal research and collated information.
* Reviewed legal documents.

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 Reference : Mr. Anup P Bhatia, HR Consultant,

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**REFERENCES**

Available on request