

|  |  |
| --- | --- |
|  | 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 detail  Exceptional drafting skills Research  Punctuality Negotiation Mediation  **HOBBIES**  Writing  Watching 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. |

* 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.

Personal Contact : [norah-396958@2freemail.com](mailto:norah-396958@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant,

Gulfjobseeker.com 0504753686

**REFERENCES**

Available on request