



AYISHATU ABUBAKAR

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SUMMARY

A dynamic and results-oriented professional with a passion for guiding individuals to reach their highest potential. Possessing a Bachelor of Arts Degree in Psychology, an LLB, and extensive work experience in customer relations, counseling, and upholding confidentiality, I am dedicated to facilitating personal and professional growth. Additionally, fueled by a fervent desire to help individuals realize their aims, I am currently pursuing a Masters in Human Rights Law and Practice, further enhancing my ability to advocate for and empower those seeking to navigate the complexities of human rights issues.

SKILLS

- Critical Thinking and Problem Solving
- Research and Analytical
- Verbal and Written Communication
- Multi-tasking and Organizational
- Information Confidentiality
- Administrative and Client Support
- Microsoft Office Proficient
- Teamwork and Collaboration

EXPERIENCE

Legal Clerk / FatawuJofa

12/2020 - Current

- Enhance accessibility and research efficiency in the law library.
- Manage customer services, ensuring prompt responses and high client satisfaction.
- Maintain precise and current client records, both electronically and in hardcopy format.
- Efficiently coordinate lawyers' schedules, prioritizing crucial tasks for timely legal work.
- Implement cost-effective office supply management, guaranteeing the availability of essential items.
- Facilitate seamless client-solicitor appointments for effective legal consultations.
- Uphold strict confidentiality standards to preserve clients' privacy and trust.
- Conduct comprehensive legal research to strengthen case-building efforts.
- Provide unwavering support to lawyers in litigation and corporate transactions, ensuring seamless processes.
- Gather vital information for legal proceedings through detailed witness statements.
- Demonstrate adaptability and a readiness to shoulder additional responsibilities as required.

Restaurant Staff / Restaurant, Ayisha's Breakfast

06/2015 - 11/2017

- Delivered outstanding customer service, guaranteeing a positive dining experience.
- Managed customer payments, ensuring precise transaction records through accurate change and receipts.
- Proactively engaged with customers to address orders, feedback, and concerns, ensuring their satisfaction.
- Led and orchestrated staff efforts, promoting teamwork through counseling and discipline.
- Spearheaded the expansion of the restaurant, successfully introducing new branches and expanding the customer base.
- Provided daily breakfast services to companies with sizable staff, including Mobile Water Company and GRIDCo, among others.

National Service Person / Ministry of Gender

09/2013 - 07/2014

- Welcomed and assisted clients and visitors, creating a welcoming environment.
- Executed various general secretarial tasks, including typing and delivering essential documents, contributing to the smooth operation of the office.
- Coordinated with rural banks, ensuring accurate and timely deposits, crucial for financial transactions.
- Maintained the cleanliness and functionality of office equipment, ensuring a conducive work environment.
- Demonstrated flexibility by successfully completing additional assignments as required by the CEO.

EDUCATION AND TRAINING

Master of Laws: Human Rights University of Ghana	09/2023
Foundational Financial Literacy Knowledge Certificate SME Financial Empowerment	05/2023
Bachelor of Laws Central University	2021
Bachelor of Art: Psychology University of Ghana - Legon	01/2013

LANGUAGES

English: <div><div></div></div> Proficient	C2	Dagbani: <div><div></div></div> Proficient	C2
Hausa: <div><div></div></div> Upper Intermediate	B2	Twi: <div><div></div></div> Upper Intermediate	B2

INTERESTS

- Teaching Children
 - Cooking
 - Watching Movies
 - Counselling
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REFERENCES

Joseph Bernard Ashalley ESQ Lecturer,
Central University
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Mr. Ernest Ofori Asamoah
Chief Executive Officer
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