





# SANDRA ADAKU NWANKWO

## Profile

I am a confident and highly organized legal and administrative professional with a good knowledge of legal processes, data analysis, visual and legal representations. I am aiming to provide services with the highest standard of quality within a professional and ethical background.

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ADDRESS:

Al Nahda Sharjah, UAE

English (Fluent)

### **Nigerian Law School, Bwari, Abuja**

BL Barrister at Law

2015-2016

### **Abia State University, Uturu, Okigwe**

LLB Bachelor of Law, Second Class Hons Upper Division

2010-2015

### **Gems Royal Dubai-2023**

#### **Legal Administrative Assistant**

- Legal Drafting.
- Preparing correspondence and report.
- Maintain Database and filing system.

### **Brain Gate Model School 2020**

#### **Educational Administrator**

- Monitored office documentation.
- Supervised administrative support staff.
- Coordinated office supplies.

### **D.I.UMEKWE & CO (Ugonna Chambers) 2018**

**NATIONALITY**

Nigerian

**LANGUAGE:**

English(fluent)

**Legal Practitioner**

- Clients first contact
- Client legal interview & counselling

**Skills**

- Technology Skills
- Project Management Professional
- Analytical Skills
- Customer Service
- Innovative and Strategic

I hereby declare that the above statements are true and current to the best of my knowledge and believe and hope that above written will suit your requirements.