



AKASSI LOIS KREMAN

32, Ivorian

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(+233) 55 517 0553

(+225) 58 87 34 92

Administrative assistant

SOFT SKILLS

- Very good managerial & organizational skills
- Team spirit
- Ability to work in a multicultural environment
- Excellent writing skills
- Dynamism
- Adaptability

COMPETENCES

- Management
- Business laws
- Corporate taxation
- Debt recovery
- International law
- Event organisation

LANGUAGES

French : fluent
English: Intermediate

IT SKILLS

Microsoft Office

Word; Powerpoint;
Outlook

Social Media Platforms

Facebook Business
LinkedIn Business

INTERESTS

Books
Writing
Music
Event
Travels

EXPERIENCES

July 2017 – April 2019

Business Development Manager, Legal Consultant, Training Manager
X PERTIZ GROUP (Abidjan, CI)

- Develop and implement the growth opportunities of the Firm
- In charge of internal recruitment
- Supervise the external events of the company
- Ensure the overall growth of the company
- Organize the Training Center
- Inform and advise clients on legal issues
- Debt recovery

October 2013 – October 2016

Senior Lawyer
SIMON BOGUI PIERRE Law Office (Abidjan, CI)

- Elaboration and drafting of attorneys' conclusions in all matters of law
- Preparation and drafting of legal acts in all matters of law

March 2016 – August 2016 (6 months)

Legal and administrative assistant
TIT-IMMOBILIER SA (Abidjan, CI)

- Drafting of contracts (ensuring compliance of agreements with current legal provisions)
- Drafting of legal acts
- Legal monitoring

July 2015 – September 2015 (2 months)

'N'ZIAFFROUMOU Law Office (Abidjan, CI)

- Preparation and Drafting of letters and legal acts
- Advice and assistance to clients in all legal matters
- Elaboration and drafting of contracts and conventional protocols

ASSOCIATION ACTIVITIES

Since Feb 2015

Founder of a Musical Band – Gospel for Christ

- Supervision of a team of 50 people
- Event planning & Organization

TRAINING

Since January 2020

Certificate in English

Alliance Francaise, ACCRA, Ghana

2006-2010

Bachelor in Business Law & Tax management

Université Catholique de l'Afrique de l'Ouest Abidjan (UCAO-UUA)

2005-2006

A-Level