

# N'guessan Jean-Baptiste Kouadio

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# LAWYER



## PROFESSIONAL BACKGROUND

March 2018 - February 2019 (1 year) **Victory Lord LAW FIRM** Lawyer

- ✓ Responsible of legal advisory
- ✓ Legal watch
- ✓ Advices to workers through legal workshops or guidance's notes
- ✓ Management of tax and administrative formalities
- ✓ Responsible of analysis, drafting and writing of contracts and others legal acts (transactional protocols, report, statutes, agreement, extrajudicial documents...)
- ✓ Head of negotiations and follow-up of employment contracts, commercial contracts, partnership contract.
- ✓ Ensuring compliance for companies' transactions
- ✓ Legal management of payrolls and debt recovery
- ✓ Pre-contentious and contentious management

## CURRICULUM

### ➤ UNIVERSITY STUDIES

**2018** **Institute OJM (Objectif Jurist Modern)**  
*Abidjan* Vocational Law training institute

**2015** **Master 1 in Public Law**  
*Abidjan* University Félix Houphouët Boigny

**2014** **License of Public Law**  
*Abidjan* University of Atlantique

**2010** **literary baccalaureate A2**  
*Grand-Bassam* College Robert-Léon

### ➤ CERTIFICATES

**2017** **Moov cyberlab certificate:** new web jobs; social media; google apps.  
*Abidjan*

## ADDITIONNAL COMPETENCES

- **Languages:** French (born), English (fluent), Spanish (intermediate)
- **Software known:** Microsoft office package
- **Driving license:** obtained

## HUMAN SKILLS AND HOBBIES

Human skills: results focused, optimist, organized, very discreet on work files and information, sense of relationship

hobbies: Reading, sport, music, travel.