

# CURRICULUM VITAE

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## PERSONAL INFORMATION

SURNAME:	ISHMAIL
FIRST NAME:	SOPHIE
SEX:	FEMALE
DATE OF BIRTH:	18 <sup>th</sup> SEPTEMBER 1996
RESIDENTIAL ADDRESS:	PLOT NO. 12199 MAKENI, LUSAKA ZAMBIA
NATIONALITY:	ZAMBIAN
NATIONAL REG. No:	534510/10/1
MARITAL STATUS:	SINGLE
RELIGION:	CHRISTIAN, JEHOVAH'S WITNESS
CONTACT NUMBER(s):	+260972168269
EMAIL ADDRESS:	<a href="mailto:sophieapril56@gmail.com">sophieapril56@gmail.com</a>

## PERSONAL PROFILE

I am a highly motivated, dependable, trustworthy, and enthusiastic person. I possess strong character and excellent interpersonal skills. Furthermore, I place integrity above everything else. I am also approachable, well presented and I have the ability to establish good working relationships with a range of different people.

## PROFESSIONAL PROFICIENCY

I am a result driven individual who has the ability to effectively evaluate, organize and prioritize tasks with the aim of delivering quality work. I am capable of handling complex assignments. Additionally, I am able to work as part of a team or independently. I require minimum supervision because I possess high quality leadership skills. Lastly, I am young, vibrant and eager to learn.

## WORK EXPERIENCE

**SIMEZA, SANGWA & ASSOCIATES- LUSAKA**  
**LEARNER LEGAL PRACTITIONER**  
**OCTOBER 2020 – PRESENT**

**ZAMBIA CENTRE FOR ACCOUNTANCY STUDIES UNIVERSITY- LUSAKA**  
**CERTIFIED MENTOR**  
**AUGUST 2019- 2020**

I was serving as a mentor under the Zambia Centre for Accountancy Studies Mentorship programme. Under this programme I was responsible for providing academic support in two courses namely, Company Law and Employment Law, my duties were as follows:

- Meeting up with my mentees twice a week throughout the semester to provide academic support,
- Giving advice on the best way to go about course work; and
- Giving guidance on how to answer exam questions and assignment tasks.

**MESSIRS KANG' OMBE AND ASSOCIATES- LUSAKA**  
**LEARNER LEGAL**  
**NOVEMBER 2018- FEBURARY 2019**

I was responsible for providing administrative and clerical services. Some of my duties included:

- Assisting in the drafting and filing of legal documents at the office,
- Filing documentation at the High Courts and Magistrate Courts,
- Drafting correspondence with clients and opposing parties on behalf of my Principal,
- Taking minutes of court proceedings and client interviews for my Principal,
- Ensuring that physical case reports accurately reflected the information in the computer database.

**FATIMA GIRLS SECONDARY SCHOOL- NDOLA**  
**CERTIFIED SWIMMING LIFE GUARD**  
**FEBURARY 2010- NOVEMBER 2011**

I was responsible for ensuring the safety and wellbeing of all pupils that came to utilise the facilities at the swimming arena. Some of my responsibilities included:

- Monitoring activities at the swimming pool,
- Training juniors and amateur swimmers,

- Inspecting the swimming pool arena to ensure that it is clean,
- Custodian of the swimming arena keys.

## ACADEMIC QUALIFICATIONS

- Practicing Licence- Zambia Institute of Advanced Legal Education (2020- present)



Zambia Institute of Advanced  
Legal Education

- Masters of Law (LLM)- University of Cincinnati (2020- present)



- Bachelor of Laws Degree (LLB) in Commercial Law- University of Zambia in association with Zambia Centre for Accountancy Studies University (2016- 2020)



*In association with*



- General Certificate of Education, Ordinary Level (O- Level)- Ndola Girls National Secondary School (2012- 2014)
- Grade Nine Certificate- Fatima Girls Secondary School (2010- 2011)

## PERSONAL AMBITIONS

I have many aspirations some of which include heading the Legal Department of the Central Bank (Bank of Zambia), to be a women's rights advocate, and to become a Judge of the Supreme Court of Zambia.

## SOCIAL INTERESTS

- Going out in the Field ministry on weekends as one of Jehovah's witnesses.
- I have a particular interest in swimming and most sporting activities.
- Reviewing legal publications produced by various legal clinics
- Playing Scrabble and Sudoku.

## REFERENCES

1. Mrs. Nyawa Msidi (Senior Lecturer)  
Zambia Centre for Accountancy Studies University  
Dedan Kimathi Road, P.O Box 35243, Lusaka Zambia  
+260 977414995  
Email: nyawa.nyirongo@zcas.edu.zm
  
2. Mr. Douglas Walter Rolls (Senior Lecturer)  
Zambia Centre for Accountancy Studies University  
Head of Department of the Faculty of Law.  
Dedan Kimathi Road, P.O Box 35243, Lusaka, Zambia.  
+260977707605  
B Email: Douglas.rolls@zcas.edu.zm