##### ROZARIA CHOWA

Email: chowarozaria@yahoo.com

Contact: 0975022761/0966590460

### PROFILE

Proficient in administrative duties and legal skills, able to manage challenging tasks successfully. Have a mature character, quality focused and committed to approaching tasks with tenacity and attention to detail. Excellent work ethic and strength in boosting company morale. I am willing to take up opportunities within my profession or any other positions in similar or related fields.

To maximise efficiency in the execution of my duties so as to contribute to the growth of the Company.

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**ACADEMIC QUALIFICATION AND BACKGROUND:**

YEAR QUALIFICATIONS SCHOOL

2020: Advocate of the High for Zambia

2018: LPQE- Zambia Institute of Advanced Legal Education.

2014: Remedial Courses- University of Zambia

2012: Bachelors in Law - University of Wales

2008: Certificate in Law- National Institute of Public Administration

2006: GCSE, O-Levels- Chipembi Girls Sec School

2003: Grade 9 Certificate- Chipembi Girls Sec School

**PROFESSIONAL EXPERIENCE**

**L. J Michaels Legal Practitioners**

**Junior Associate**

**Period: September 2021 to Current.**

**My duties among others include;**

* Drafting court proceedings
* Securitization
* Attending to trial
* Taking down of witness statements
* Conducting search at court
* Etc

**Kangwa Kapita and Advocates**

**Legal Assistant/Office Administrator**

**Period: May 2019 to December 2020**

**My administrative duties among others included;**

* Management of office equipment
* Organising and keeping records
* Schedule appointments
* Sending out and receiving correspondence
* Drafting and filing court process

**Dzekedzeke and Company**

**Learner Legal Practitioner**

**September 2017 to October 2018**

**My duties among others included the following:**

* The day-to-day running of a busy law firm in drawing up, preparations, filing, uplifting court documents and other documentation to be filed lodged in different institutions like the Ministry of Lands and other institutions not mentioned herein.
* Review edit and proof-read documents for proper grammar spelling punctuation and formatting
* Prepare for trial by conducting legal research and drafting pleadings

**Donald Pugh Solicitors (United Kingdom)**

**Paralegal**

**Period: September 2011.**

**My duties included:**

* Maintainingsolicitor'sschedulebymaintaininggeneralcontactwithclientsandconductinterviewsamongothers
* Draftlegaldocumentsand correspondence
* Conductlegalsearch
* Locateandinterviewwitnesses

**SKILLS**

* Excellent communication skills
* Flexible
* Critical thinker
* Professional phone etiquette
* Team building
* Work well under pressure
* Customer service orientated

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**PERSONAL** **ATTRIBUTES**

* I believe in Excellency and aim high in all my endeavors
* I believe in Teamwork in order to produce good out put
* I believe I have to use my initiative as much as possible
* I believe in Integrity as I feel it is the heart and soul of any organization.

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**REFEREES**

 Mr Patrick Moses Muyawala.

 Dzekedzeke and Company

 Senior Partner

 Lusaka

 Cell: 0977758159/ 0950640541

Mrs. Astrida Kapita

Kangwa Kapita Advocates

Lusaka

Cell:0974790239

Mrs M Chiinga

Status Cargo Freight Limited

Lusaka

Cell: 0978138666