

SERAPHINE SEYRAM SAMLAFO

Tel: 0593104125 | Email: seraphinesamlafo.02@gmail.com | Accra, Ghana

PROFESSIONAL SUMMARY

An excellence driven individual with a robust academic foundation in the law and practical experience gained through high intensity internships. A high achiever offering technical proficiency and advanced analytical skills to drive success within a premier organization. A pro-active team player committed to upholding the highest standards of professional ethics while advancing organizational objectives. Dedicated to continuous professional development within a growth-oriented environment.

EDUCATION

Qualifying Certificate in Law | Ghana School of Law | Currently pursuing
Bachelors of Law | First Class Division | University of Ghana | January 2021 – August 2024

Secondary School Certificate | Holy Child School | September 2017 – September 2020

WORK EXPERIENCE

Intern, Afenyo-Markin, Okutu and Associates. **January 2026 – Present**

- Drafted pleadings, affidavits, witness statements, agreements, legal opinions, and other court processes under supervision.
- Assisted in the preparation and review of court documents for civil, commercial, family, land, and criminal matters.
- Attended court proceedings and observed litigation strategy, case management, and courtroom advocacy.
- Assisted with case preparation, including reviewing case files, organising documentary evidence.
- Participated in client interviews and conferences, taking instructions and assisting in the preparation of legal advice.
- Reviewed contracts and other legal documents, identifying key legal and commercial issues.
- Conducted due diligence and document review in support of commercial transactions.
- Assisted with legal drafting relating to debt recovery, land disputes, and probate matters.

- Carried out administrative tasks to support the day to day operations of the firm's litigation practice.

**Intern, Adenta court complex - District Court
2025**

January 2025 - August

- Prepared brief reports summarizing court proceedings
- Conducted legal research on statutes, case law and precedents to assist the judge in reviewing ongoing cases.
- Gained hands on exposure to judicial reasoning, courtroom etiquette and case management practices

**Intern, University of Education, Winneba Legal Department July 2023 -
September 2023**

- Assisted with the preparation of a memorandum of understanding for review by senior lawyers.
- Assisted in analyzing some of the university policies to identify compliance issues proofread legal documents for accuracy and consistency.
- Organized and maintained physical and electronic legal files.
- Conducted in depth legal research to support senior lawyers on ongoing matters.

ACHIEVEMENT

- Award for excellent performing student in WASSCE in senior high school.
- Amongst the best graduating students in the University of Ghana School of Law..

SKILLS

- Microsoft office suite
- Analytical and critical thinking
- Attention to detail
- Legal research
- Effective communication
- Continuous learning and adaptability
- Time management

LANGUAGES

- English
- Fante
- Ewe
- Twi

REFERENCES

Available upon request