

CURRICULUM VITAE

NAME: STEPHEN DWIRAH

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MOBILE NUMBER: +233592674545 / +233275601003

DATE OF BIRTH: 24/05/1990

NATIONALITY: GHANAIAN

OBJECTIVE: To remain an outstanding professional through diligence, integrity, personal development and research.

EDUCATION

WISCONSIN INTERNATIONAL UNIVERSITY COLLEGE (ACCRA) – Bachelor of Laws (LLB) – 2021 - 2023

KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST, KUMASI) - BSc. Land Economy --2009- 2013.

WEST AFRICAN EXAMINATION COUNCIL-West African Senior School Certificate - December, 2008.

ST. THOMAS AQUINAS SECONDARY SCHOOL-West African Senior School Certificate Examination (WASSCE) --2005- 2008.

PROFESSIONAL TRAINING AND MEMBERSHIP

PROFESSIONAL LAW COURSE – Ghana School of Law – 2024 – 2026 (Awaiting Call to the Bar in October, 2026)

PROFESSIONAL MEMBER- Valuation and Estate Surveying Division (VES), Ghana Institution of Surveyors (GhIS). *December, 2016 - Till Date*

LEADERSHIP ROLES AND ACCOMPLISHMENTS

RESEARCH WORK-PUBLICATION:

Dwirah, S., Opoku, R., Obuobi, A. L., Saafaa, P. T., Agyekum-Boateng, F. and Tudzi, P. E. (2015) Management policies for accessible environment in senior high schools In: Laryea, S. and Leiringer R. (Eds) Procs 6th West Africa Built Environment Research (WABER) Conference, 10-12 August 2015, Accra, Ghana, 749-767. Available at:
https://www.researchgate.net/publication/308985746_Management_policies_for_accessible_environment_in_senior_high_schools

ACADEMIC AWARD:

GIBRINE ADAM PROMISING YOUNG SCHOLAR AWARD — West Africa Built Environment Research (WABER) Conference—August, 2015.

RELEVANT SOFT SKILLS

- Proficient in the use of Geographic Information Systems (GIS) for land administration and estate/property management purposes as well as other GIS applicable areas.
- I have keen interest in conducting research work, reading and writing articles and playing basket ball.

WORK EXPERIENCE

1. VALUER (Part Time) – Orient Property Consulting. *January, 2019 – Till date.*

Responsibilities:

- Inspection of Properties of clients for valuation, sale and rental purposes.
- Supervision of valuation works and reports of junior valuers of the firm.
- Conducting training sessions for the firm in areas of valuation and land administration.
- Providing land administration advisory services to clients of the firm.

SUPERIOR'S NAME AND CONTACT INFORMATION:

NAME: Surveyor Isaac Dwimoh-Opoku

POSITION: Managing Director/Senior Valuer

EMAIL ADDRESS: isaac@orientghana.com

2. LEGAL ASSISTANT (Full Time) – Delfino Law, Accra. *April, 2016 – August, 2024*

Delfino Law is the legal representative for the Trasacco Group of Companies (Empire Builders Limited, Trasacco Estate Development Company Limited, TGL Properties Limited (Ibis Styles Accra Airport Hotel), Ital Prestress and Construction Products, Metropolis Development Limited, Casa Trasacco Limited, EUROGHA Limited, Micheletti and Company Limited, Fiore Trust).

Responsibilities:

- Filing of annual returns for the Trasacco Group of Companies.
- Registration of companies, filing of share transfers, resolutions of shareholders and directors, change in officers and objects of the Trasacco Group of companies.
- Conducting due diligence on behalf of the Trasacco Group of Companies prior to the purchase of land.
- Liaising with the Group's Land Surveyor to ensure accurate demarcation of plots within the estate and conducting land survey works on the plots for preparation of site plans for plots within the estate.

- Assisting with the preparation of title deeds for sublessees and assignees of Empire Builders Limited (Trasacco Valley Estate), Metropolis Development Limited (Villaggio Primavera and Villaggio Vista), Fiore Trust (Fiore Village).
- Registration of Title to land for the Trasacco Group of Companies including sublessees and assignees of Empire Builders Limited (Trasacco Valley Estate), Metropolis Development Limited (Villaggio Primavera and Villaggio Vista), and Fiore Trust (Fiore Village).
- Advising Homeowners and Apartment owners on issues pertaining to land administration and land title registration.
- Vetting and processing of applications for consent to alter physical designs of developments at Trasacco Valley Estate to ensure that the developments conform to the National Building Code and standards of development within the estate (bylaws and covenants).
- Liaising with the Managers of Trasacco Valley Estate, Villaggio Primavera and Villaggio Vista to ensure that Homeowners and apartment owners pay estate management charges/service charges and for proper maintenance of the common areas within the estate and apartments.
- Processing of application for consent of Empire Builders Limited or Metropolis Development Limited to assign or sublet properties within Trasacco Valley Estate and apartments at Villaggio Primavera and Villaggio Vista
- Procurement of Fire and Allied Perils Insurance, Public Liability Insurance for Properties of the Trasacco Group (Villaggio Vista, Villaggio Primavera, Casa Trasacco Limited, Aurora Apartments, TGL Properties Ltd).
- Making arrangements for the payment of insurance claims
- Keeping records of liabilities in respect of ground rent, property rates and insurance of all properties and fleet of vehicles of Trasacco Group of Companies (Villaggio Vista, Villaggio Primavera, TGL Properties Limited (Ibis Styles Accra Airport Hotel) and Aurora Apartments).
- Inspection of properties at Trasacco Valley Estate to ensure that its use conform to byelaws and covenants of leases.

- Property Management of selected properties within Trasacco Valley Estate for Empire Builders Limited including sale and rental.

SUPERIOR'S NAME AND CONTACT INFORMATION:

NAME: Ms. Agata Taricone Esq.

POSITION: Chief Executive Officer (Owner)/General Counsel for Trasacco Group of Companies

EMAIL ADDRESS: agata.taricone@delfino-law.com

3. TRAINEE PROFESSIONAL SURVEYOR - Public and Vested Lands Management Division (PVLMD), Estates, Lands Commission, Accra. *August 2014 – March, 2016.*

Responsibilities:

Assisting the Senior Lands Administrative Officer (Estates) in administering duties which include;

- Vetting of applications and documents submitted for processing of consent to sublease, assign and vest state owned lands.
- Inspection of state owned lands/properties being processed for consent to sublease, assign, mortgage and vesting in beneficiaries of deceased persons' estate.
- Conducting rent demand exercise in state owned estates.
- Preparing valuation reports on properties for surrender and renewal of leases.
- Advising clients on issues regarding land administration and land title registration.
- Taking inventory of documents, letters and files submitted for registration with the use of Microsoft Access for Data base management purposes.

SUPERVISER'S NAME AND CONTACT INFORMATION:

NAME: Surveyor Timothy Anyidoho Esq.

POSITION: Former Acting Greater Accra Regional Lands Officer, now Deputy Director of PVLMD

EMAIL ADDRESS: timanyidoho@gmail.com

4. NATIONAL SERVICE PERSONNEL, Public and Vested Lands Management Division (PVLMD), Estate Department, Lands Commission, Accra. *September, 2013 – August, 2014.*

Responsibilities:

- Acting as the Personal Assistant to the Greater Accra Regional Lands Officer and the Assistant Chief Executive Officer of the Regional Lands Secretariat in administering their duties which include;
- Inspection of state owned lands/properties being processed for consent to sublease, assign, mortgage and vesting in beneficiaries of deceased persons' estate.
- Conducting rent demand exercise in state owned estates.

- Advising clients on issues concerning land administration and land title registration.
- Vetting of applications and documents submitted for processing of consent to sublease, assign and vest state owned lands.
- Embossment of certificates of consent to assign, mortgage, sublet and vest as well as concurrence certificates and formal lease documents.
- Taking inventory of documents, letters and files with the use of Microsoft Access for Data base management purposes.
- Writing monthly reports on progress of work within the Regional Lands Secretariat.

SUPERVISER'S NAME AND CONTACT INFORMATION:

NAME: Mr. Joseph Nkrumah Essien (Retired)

POSITION: Assistant Chief Executive Officer

EMAIL ADDRESS: N/A

5. INTERN, BEN DWIMOH & CO., ACCRA--MAY 2012 - JULY 2012.

Responsibilities:

- Inspecting properties for valuation purposes.
- Preparing valuation reports on properties for purposes such as sale, mortgaging, leases.
- Estate agency and general property advisory services.

SUPERVISER'S NAME AND CONTACT INFORMATION:

NAME: Surveyor Kwesi Serbeh Esq.

POSITION (Then): VALUER

EMAIL ADDRESS: kkserbeh@yahoo.com

REFEREES

MS. AGATA TARICONE, ESQ.

GENERAL COUNSEL OF TRASACCO GROUP OF COMPANIES AND OWNER OF DELFINO LAW
+233244335517

SURVEYOR TIMOTHY ANYIDOHO, ESQ.

DEPUTY DIRECTOR OF PVLMD
+233203718902

Mr. MOHAMMED HABIBU ALHASSAN

FORMER GREATER ACCRA REGIONAL LANDS OFFICER, 2013-2015, LANDS COMMISSION
+233244595600