

RESUME

Personal Details

Name: Kwadwo Mensah Adu-Duodu
Address: Post Office Box DT 2126, Adenta, Accra
Telephone number: +233 241 749 351
Email address: kwadwoduodu1@gmail.com

PERSONAL STATEMENT

I am a hardworking and charismatic professional who is always driven to achieve my goals. I believe in continuous learning and growth, and I am eager to take on new challenges as this would help build my knowledge and skills in multiple areas of work and life. With my dedication and passion, I strive to make a positive impact in any role I take on and in any environment I find myself.

Professional Experience

January 2026 - Present	Divorce and Matrimonial Court Intern
November 2024 – July 2025	ABM Attorneys @ Law Intern
May 2024 – September 2024	Office of the Head of the Local Government Service (OHLGS) – Accra National Service Personnel – Administration Directorate • Assist in processing of memos leading to the release of funds for purchasing logistics for meetings; • Ensure that all approved minutes, signed letters and memos from the office of the Director Administration are properly dispatched on daily basis; • Ensure the effective and efficient management of clients/visitors of the office of the Director, Administration daily; • Ensure the effective management of the filing system of the office of the Director, Administration on a daily basis.
November 2023 – April 2024	Office of the Head of the Local Government Service (OHLGS) - Accra National Service Personnel – Records Management Unit • Receiving and processing of incoming correspondences; • Management and sorting of files; • Processing, referencing and dispatch of outgoing correspondence; • Delivery of minuted documents to assigned officers.

January 2022 – February 2022	GOB Law Consult – Accra Intern
July 2021	Bridge Legal Intern

Educational Background

November 2024 - Present	Ghana School of Law Professional Law Course
September 2023 – July 2025	University of Ghana (UG), Legon – Ghana Master of Laws (ll.m), Tax Law, Policy and Practice
September 2019 – August 2023	Ghana Institute of Management and Public Administration (GIMPA) Bachelor of Laws (LL.b)
September 2016 – May 2019	Akosombo International School Secondary Education

Achievements / Extra-Curricular Activities

August 2025 - Present	Member of Congress, GSL SRC
September 2022 – May 2023	SRC General Assembly Member, GIMPA
September 2020 – May 2021	SRC General Assembly Member, GIMPA
September 2019 – May 2020	SRC General Assembly Member, GIMPA
November 2022	Champion, GIMPA Debate Society internal debate competition

Skills

• Good communication skills • Good oration skills • Good interpersonal skills • Critical thinking and problem-solving skills • Proficient in Microsoft suite (Word, Excel, Power Point)

Interests and Hobbies

• Field hockey • Table tennis • Badminton • Volley ball • Music
