



ROBINSON Sitraka Nirina

II MARITALS STATUTS

42 Years old

Married

One Child

II LANGUAGE

Malagasy :Mother language

French:Read-Written-Speaking

English:Intermediate

Address:LOT III K 28 A Antananarivo Madagascar

Tel:+261313302205

Email:nirinarobi@gmail.com

II PERSONAL STATEMENT ABOUT ME

Motivated JURISTE with nine years of experience in business law as well as in the field of debt collection and litigation. I am appreciated for my capacity for work and adaptation, for my ability to assess operational needs and find solutions to reduce costs, increase revenue and customer satisfaction. Rigorous and organized, I have proven my ability to lead and build teams. In addition, I have training and supervision experience and am a competent legal writer. I am looking for a full time position with the opportunity to grow. Integrating a business where my legal skills will be taken to profit with willingness to improve knowledge and skills

II WORK EXPERIENCE

JURISTE : SOCIÉTÉ D'EMBALLAGE DE MADAGASCAR (S.E.M)

April 2020 ,

-Ensure the compliance of the company's activities with regulatory and legal requirements: ensure the proper application of regulations and legal requirements, ensure a permanent legal watch on the activities of the company by monitoring both the evolution of national and sometimes international regulations as well as case law Financial security.

-Advise the General Management and all other departments in legal and litigation matters: daily operational advice on all issues relating to the company's activities, Management and analysis of legal and tax risks, processing and monitoring of litigation files, recovery of claims and litigation, legal monitoring of documents and at all stages of the procedure. Monitoring of intellectual property registrations at OMAPI and process of extension of trademarks, patents.

- Drafting of legal acts and analysis of contractual risks: Drafting of contracts, agreements and amendments (commercial, leases ...) conclusions, notes, report, Redesign of all documents and legal supports, Analysis of clauses and advice on the " all commercial contracts according to the interests of the company, Management And verification of all contracts, conclusions, notes, complaints

-Representation of the company before judicial and administrative bodies: Treatment of disputes and litigation jointly with the lawyer (from the strategy to be implemented to the drafting of conclusions) before the Commercial Court and Criminal Court, before the court of work (conciliation and summary argument phase), Collaboration with court officials and law enforcement in matters of debt collection.

LEGAL ASSISTANT I BAOBAB BANQUE MADAGASCAR ANDRAHARO

February 2012, April 2020,

- Mastery of the various codes and procedures for debt collection and litigation: Knowledge of banking and financial security regulations, financial security, knowledge of Malagasy legislation and related regulations, remedies and avenues of appeal executions, advising the Management and all agencies throughout Madagascar in legal and litigation matters, assistance and representation on all operational activities in legal and litigation matters, followed by a legal watch with regulatory and legal requirements, assessment and categorization of strategic impact on recovery, preparation of action plan.

- Sustained experience in team and project management: training collection teams in relation to clients to provide legal responses to clients, financial control and analysis, Management of recovery team in the negotiation and development phase " execution, coordination of several collections in parallel, portfolio management and monitoring of the development of actions undertaken, Negotiation and management of clients during the collection process, contribution to the development and achievement of the objective of the collection and litigation department ,

Mandated operations:

Mission in the provinces to assist agencies and debt collectors in the collection of difficult clients.

Treatment and follow-up of disputes before the courts: drafting of contracts and amendments, complaints, conclusions, notes, report, memorandum of understanding.

.Collaboration with court officials and law enforcement officials in matters of legal proceedings

. Trigger enforcement proceedings through enforceable titles or without enforceable titles: Carrying out civil and criminal proceedings, executing foreclosures: execution, conservatory, judgment, carrying out the sale by public auction.

.Trigger the means of appeal: the appeal, the appeal in cassation, opposition

.Representation of the company before the labor court (conciliation and summary argument phase), Commercial Court and Criminal Court, actor of the contribution to the achievement of the monthly and annual objective in terms of debt recovery.

TRAINEE LAWYER - BANQUE BNI CA-ANALAKELY

September 2010, March 2011

- Debt recovery
- Negotiation cells
- Legal documents
- Account incident

II EDUCATION

MASTER OF LAW	NATIONAL TELE-TEACHING CENTER OF MADAGASCAR (C.N.T.E.M.A.D)	2008-2009:
Master's degree in Private Law or Magisterium in Legal Studies Part One Ref. N ° 7314/97 of 05/14/96		
LICENSE IN LAW	NATIONAL TELE-TEACHING CENTER OF MADAGASCAR (C.N.T.E.M.A.D)	2007-2008:
Diploma: D.E./PR or Higher Diploma in Legal Studies specializing in Private Law or License Ref. 5G / G4 / 96-CNE of 05/09/96		
NATIONAL TELE-TEACHING CENTER OF MADAGASCAR (C.N.T.E.M.A.D)		2006-2007:
Diploma: D.U V.P.C.E.J or University Diploma at the end of the first cycle in legal studies		
HIGH SCHOOL DIPLOMA	PRIVATE HIGH SCHOOL ACEEM	2003:
Obtaining the A2 series Baccalaureate		

II SKILLS

Legal search-Writing-Seeking information- Microsoft office package :Microsoft Word , Excel, Access
Internet-Computer science-Teamwork skills -Creativity - Ability to adjust to new situations -presentation
Loyalty -Optimism -able to demonstrate detailed knowledge and technical expertise in dealing with complex private client caseloads .
extensive knowledge of procedure and the afferent legislation , tax and trust matters-strong team player with excellent communication and organisational skills-reliability and attention to detail-multitasking and cooperation-high communication skills-making the right decisions as well as solving problems-ability to prepare the workplace-good organisation and time management-ability to prepare an optimal technological process-communicativeness-accuracy-efficiency-motivation and high willingness to continuous development and improvement of professional qualifications.

II PERSONNELS INTERESTS

Reading ,Sports, (Swimming,BasketBall,Taekwondo , MMA)
Driving license :Holder of a category B license

Outside of work, I am a TaeKwondo and MMA instructor for girls aged 2 to 25. I have been in this position for 2 years, and have played in the National Taekwondo Team for over 6 years. Playing on the team not only kept me fit and healthy, but it also helped me develop a wide range of skills, from leadership and organization to discipline and respect.physical fitness and efficiency

II OTHER TRAINING

Training on debt collection techniques by the Association of young Experts in Human Ressources (AJERH)
From 08 to 09 October 2014

II REFERENCE

reference available on request

I declare on my honor that the above information is true and sincere