**OLAOBA OLUWAGBEMIGA DARE**

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**Province of birth :** Ondo

**Nationality** : Nigerian

**Date of birth:** March 11, 1986

**CAREER OBJECTIVE**

To work professionally with any organization in the world irrespective of their standards.

Novembro

**PERSONAL EXPERIENCE**

**Experience** – 6 years

**Languages** – English, Yoruba

**Computer Literacy** – Microsoft Office (Word, Excel, and PowerPoint.), application installation, use of internet (ability to handle various web-based platforms) and independent computer based platforms

**EDUCATION, TRAINING, AWARDS AND ASSOCIATIONAL MEMBERSHIP**

University of Ibadan, Nigeria (Faculty of Law) 2014-2015

Nigerian Law School, Abuja 2011-2012

University of Ibadan, Nigeria (Faculty of Law) 2006-2011

University of Ibadan, Nigeria (Library Archival & Information Studies) 2005-2008

National Institute for Information Technology NIIT 2005-2006

International School, University of Ibadan (I.S.I) 1998-2004

**Qualifications**

PhD (International Policies and Global Governance) in view

Masters of Law LLM (Law) 2015

Barrister at Law. 2012

Bachelor of laws, LL.B (HONS) (Second Class Upper Division) 2011

Diploma in Library Archival and Information Studies (Distinction) 2008

Office Expert Certificate (Basic and Advanced) 2006

**Associational Membership**

Member, Nigerian Bar Association NBA 2012-date

Member, Peacechild International, England. 2010

Treasurer, Association of Unibadan Christian Fellowship (AUCSF) 2010

Member, Nigerian Model United Nations Society (NIGMUNS) 2009-2011

Member, Student in Free Enterprise (SIFE) 2009-2011

President, LivingSpring Campus Fellowship 2008-2010

Member, Association of Nigerian Librarians 2008-date

**PROFESSIONAL EXPERIENCE**

**June /2006 – July /2008**

**Position: Pioneer Librarian**

**Company: Carmelite Catholic Institute, Ibadan**

**Responsibilities:**

* Coordinated acquisition of information materials for the library
* Electronic cataloguing and classification of library materials in the library;
* Organised lifetime library policies and sensitisation on basics of setting up and continuous running of both manual and electronic library for reverend fathers in the institute;
* Supervised all activities relating to the smooth running of the institute library.
* Conducted updates on relevant information materials for the library
* Provision of relevant audio – visual services within the library

**26th November 2012 – 13th February 2015**

**Position: Legal counsel**

**Company: Wale Abeeb Ajayi & Co., Abeokuta**

**Responsibilities:**

* Preparing court processes (summons, motions, written addresses etc)
* Conducting cases at trial and appellate courts.
* Giving advisory and legal opinions to corporate and individual clients especially in matters of managerial competencies of company employees and labour matters generally.
* Drawing up and perfecting legal documents on real estate and corporate matters.
* Expansive property management
* Contract negotiations and completion of business associations
* Handling and managing Corporate Brief: Registration & incorporation of companies, trademarks registration and other ancillary matters.
* Trade dispute settlement and labour related briefs
* Preparation of business proposals
* Active participation in chieftaincy and complex land matters
* Writing legal opinions
* Writing briefs of argument
* Follow up on human rights abuse cases
* In-depth knowledge of administrative coordination and secretariat duties
* Amicable settlement through alternative dispute resolution methods

**September 2015 – date**

**Position: Legal Officer**

**Company: Trustfund Pensions Ltd.**

**Responsibilities**

* Review legal cases, petitions and internal matters requiring legal input and perspective.
* Consult with all relevant parties and advise on case, petitions and other legal related matters
* Provide recommendations on course of action and effectively take appropriate and approved actions in accordance with the rules and regulations of pension industry as provided by the regulatory Act in order to foster compliance with the Act.
* Drafts legal agreements (service level agreements, tenancy agreements, service contracts, etc) and review all documentations of transactions before execution.
* Arrangement and coordination of management meetings. To wit: taking of minutes of meetings (Management Investment Committee, Business Development and Strategy Committee, etc)
* Filing of annual returns with all regulatory bodies requiring filling of returns (Corporate Affairs Commission, Securities and Exchange Commission, National Pension Commission).
* Conduct proactive prevention of litigation, ensuring legal processes and services are effectively and efficiently in line with defined and approved design and rules.
* Prepares risk assessment reports in conjunction with risk team members to monitor the legal risk implication of cases.
* Ensure continuous liaison with external solicitors for regular updates, compliance with procedural rules of court, stipulated time limits for actions, etc. so as to minimize the cost and adverse effects of litigation.
* Perform Legal research on all issues requiring Legal opinion and determines implication on the company
* Provides internal Legal advisory services, provide legal opinions on Legal matters to ensure that all Company’s policies, procedures and corporate activities are consistent and in line with all existing and applicable laws.
* Provide legal guidance for contractual activities between the Company and other parties to ensure its interests are safe guarded.
* Coordinate the activities of Company’s property managers required for operation and maintenance of the property.
* Ensure that titles are perfected and the Company’s interests in all assets are well protected against third parties.
* Administer control measures to ensure compliance with statutory and regulatory requirements and effectively integrate ethics, compliance and preventive law efforts, all geared towards ensuring Trustfund activities are compliant with regulatory laws.
* Settle legal issues between Trustfund and 3rd parties, assisting in managing liquidations and disputes through alternative dispute resolution (ADR) techniques.
* Carry out legal (administrative) services including liaison and exchange of correspondence with external bodies and organizations, as well as structuring and negotiating commercial transactions on behalf of my company.
* Prepare and submit monthly litigation/management reports.
* Perform all other delegated legal issues as directed by superiors.

**PERSONAL COMPETENCES**

* Overall broad legal knowledge (corporate law, litigations, labor law, etc).
* An understanding of how legal issues affect organizations.
* Ability to develop legal strategy with corporate objectives.
* High degree of professional ethics, integrity and gravitas.
* Excellent judgment and analytical skills.
* Ability to anticipate legal issues or risks.
* Ability to involve others and build co-operative relationships.
* Self-motivated.
* Ability to prioritize workload effectively.
* Sound accuracy with excellent attention to detail.
* Proactive, positive and professional attitude to work.
* Effective written and oral communication skills.
* Methodical and effective organizational skills.
* Ability to meet deadlines.
* Research and analytical skills

**REFERENCES**

To be supplied on request