

JUMOKE JEJE

Victoria Island,
Lagos, Nigeria
+2348162279585
jumokejeje5@gmail.com

CORE KNOWLEDGE AND SKILLS

- ❖ Advocacy
- ❖ Organizational leadership
- ❖ Public speaking
- ❖ Creative writing and content development
- ❖ Legal skills
- ❖ ICT; Ms Word, Excel, Spreadsheet,

PROFESSIONAL EXPERIENCE

CONNECT RAILSERVICES LIMITED February – Present 2020

HR Personnel (May - Present)

Months of management experience, as an HR personnel and Legal officer. Transformed the in house work ethics of staff, prepared and issued offer letters to 66 staff and also carried out all general HR duties including drafting of payrolls and maintaining staff attendance.

Legal officer (February - Present)

Drafted demand letters for debt recovery. Drafted different commercial and maritime law contracts agreements. Vetting of legal documents.

- ❖ Negotiating various commercial contracts and agreements.
- ❖ Managing and mitigating legal risks by designing and implementing company policies and procedures.
- ❖ Ensuring compliance with all laws and regulations that applies to the company.
- ❖ collaborate with external solicitors to defend company's rights in contract settlements, negotiations and litigation.

Extensive success includes writing of demand letters for debt recovery to clients owing about 16 million naira and seeking legal redress when necessary.

SAMUEL IORON FOUNDATION(NGO) April - Present

Legal Support

Actively in charge of managing the organization legal department. Create legal ideas and teach on consent series from the legal perspective, interfaced and interviewed returnee migrants.

IOL ASSOCIATES January – November 2019

NYSC Associate

Recording and collating of court cases and assigning matters to senior lawyers in the firm. Representation of indigent accused persons for criminal trial (pro bono)

- ❖ Drafting of garnishee proceedings and representation of clients.
- ❖ Drafted petition for divorce and managed litigation processes and proceedings.

EDUCATION

Nigerian Law School, 2018 – **BL, Law Magna cum laude**

Delta State University, Oleh Campus, Nigeria – **Bachelor of Law (L.L.B Law)**

PROFESSIONAL TRAINING / CERTIFICATION

Member of Nigerian Bar Association

Member Chartered Institute of Management of Nigeria

ONE Champion.org 2019

VOLUNTEER ACTIVITIES

Fitilia Mental Foundation

- ❖ Active member of the logistics and publicity team.

Law Axis 360 Degrees

- ❖ Active member of the editorial team, where I write and review legal articles suited to feed the appetite of a multivariate audience.

Taxville

- ❖ Member of the tax organization saddled with the responsibility of bringing innovative ideas that would make tax contents more captivating and engaging.