

OSINKOLU OLAYEMI DEBORAH

PERSONAL DETAILS

Gender: Female

Nationality: Nigerian

Marital Status: Single

State of Residence: Lagos State

Telephone: +234 805 918 7536

Email: yemiosinkolu@gmail.com

LinkedIn: LinkedIn.com/OlayemiOsinkolu

PROFILE

I am a young legal practitioner with 4 years of relevant experience in corporate law practice. I have a development sector experience in corporate finance and corporate governance. I am competent in corporate governance practice, compliance and administration.

EXPERIENCE

**Asst Head, Legal/Executive Assistant
BENOLY AND COMPANY LTD**

Mar 2020- Present

Responsibilities

- Assist in the preparing, reviewing and maintaining of various agreements like SLAs, Purchase Agreement and Suppliers agreements with clients/customers.
- Assist in Designing and implementing company policies, hierarchy that promoted a healthy workplace in the organization. An example is restructuring the chain of command and updating the Workplace rules and regulations in line with the relevant laws
- Liaise with consultants on annual tax remittance and subscriptions with relevant government agencies
- liaise with bank and Clearing Agent for all import and export shipments i.e request and preparation of Purchasing Order, Form M, LC and PAAR
- Responsible for liaising with banks for all documentation with respect to term loans, overdraft and project facility by reviewing all offer letters, correspondences and providing advice to management. Assisted also in negotiation of favorable interest rates on loans and overdrafts. Negotiated a downward percentage of a single digit for a loan of 100million Naira
- Responsible for processing the renewal of expatriate resident permit with Immigration Service and other relevant documents for foreign staff.
- Attending meetings and Seminars with Director(s) or on behalf of the organization.
- Handle all insurance matters related to the organization as well as the personal insurance of the Managing Director
- Serve as an Executive Assistant to the MD by handling schedules, meetings, travels, personal expenses and any other job assigned to do.

**Legal Officer (Internal Record Unit)
PLATINUM MORTGAGE BANK LTD**

Oct 2019- Feb 2020

Responsibilities

- Assisted in drafting of agreements such as power of attorney, mortgage deeds, deed of assignments, memorandum of understanding and other service level agreements
- Perfection of root of title documents at the appropriate agencies
- Supported in perusing letters, correspondences and respond accordingly
- Responsible for liaising with CAC for corporate legal search and filing of returns
- Responsible for conducting searches at the federal housing authority, ministry of lands and on physical sites.
- Ensuring that all title documents are reviewed, appraised and properly kept
- Supported in negotiations that produced positive outcomes; one of which is the 20% discount rate given by Abuja Environmental Protection Board (AEPB) to the organization
- Engaging in legal research, drafting of legal opinion and preparing reports on court cases
- In charge of creating schedules for agreements, securities and other valid particulars to be kept in the vault

Legal Officer/ Secretary

Dec2018- Sept 2019

CONICAL MILLS AND BEVERAGES

Supported and engaged in the establishment of the organization by setting up a standard corporate structure in compliance with the law.

Responsibilities

- Provided legal advice and administrative support to the company
- Ensuring the company is up to date on applicable legal and regulatory requirements in relation to its business.
- Responsible for reviewing and drafting of low-risk commercial agreement
- Engaged in detailed research on various legal issues that may be of benefit to the company
- Worked directly with the board of directors and advisory board members, ensuring notice of meeting is dispersed and also taking minutes at meetings
- Engaging in other oversight functions as requested by the CEO

Responsibilities

- Court appearance and representation at superior and lower courts with and without supervision.
- Understudying senior and experienced lawyers in court, arbitration and mediation sessions.
- Preparing drafts and review of commercial, sales, agency and service level contracts.
- Engaged in legal research and drafting of legal opinions and court processes
- Attending meetings with senior colleagues and representing clients on specific transactions; One of which was a transaction between Shell B.P and some of the families in its host communities.
- Responsible for filing of court processes, general office administration, client management and providing secretarial duties

EDUCATION AND CERTIFICATION

- ICSAN student member (Certificate in view)
- BL Nigerian Law School, Abuja Campus, Nigeria
- LLB. Faculty of Law, Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria
- Certificate of Excellence, short course in leadership and management skills -Pan African Institute, 2018
- Participation in project management Certificate course, Human Resources Management- Pan African Institute, 2018
- Certificate of Proficiency in secretarial studies and business report writing- Pan African Institute, 2018

SOFT SKILLS

- Good research skills, high level of communication skills developed by academic work, internships, volunteering and professional practice.
- Detail oriented, time conscious, versatility, flexibility and an ability to work alone or in a group, under pressure or otherwise.

CORE VALUES

- Humility, Resilience, Hard work and Integrity

INTEREST

Reading fiction and non-fiction novels

REFEREES

Available on request