

TINUKE O. AKINSELOYIN

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Excellent professional with experience in company secretary duties, document management, contracts and procurement. I have a strong working knowledge of contracting and procurement principles, including Contract drafting and formulation, terms and conditions and risk assessment and ability to support change and a self-starter that is able to manage multiple tasks in a high demand environment. I am able to communicate with personnel at all levels in the organisation and work on own initiative; results focused and also contribute to multi-function and multi-disciplined teams. I am entirely confident that I have the skills and experience to enhance service delivery and prove a valuable team member supporting internal partnering. I am looking to continue my career within an integrated company with a global outlook.

EXPERIENCE

MARCH 2019 – TO DATE

PRESIDENT OF GRADE A CUSTOMARY COURT,

ONDO STATE JUDICIARY, AKURE, ONDO STATE.

- Presiding and giving judgement over cases with respect to customary marriages.
- Custody of children under customary marriage.
- Land cases in non-urban areas.
- Administration of intestate properties of persons under customary law.

MARCH 2018 – MARCH 2019

HEAD OF CHAMBER, ADEREMI OLATUBORA & CO, AKURE, ONDO STATE.

- Attending court hearings and doing the preparation beforehand.
- Drawing up contracts and other legal documents.
- Supervising legal assistants.
- Explaining the law and giving general legal advice.
- Settling disputes and supervising agreements.
- Conducting Trials.
- Researching and gathering of evidence.
- Analyzing legal documents.

OCTOBER 2016 – DECEMBER 2017

SENIOR ASSOCIATE, WALE F. OMOTOSHO & CO, AKURE, ONDO STATE.

- Attending court hearings and doing the preparation beforehand.
- Drawing up contracts and other legal documents.
- Conducting Trials.

- Explaining the law and giving general legal advice.
- Settling disputes and supervising agreements.
- Researching and gathering of evidence.
- Analyzing legal documents.
- Conducting Trials.

DECEMBER 2012 – OCTOBER 2013

NYSC CORP MEMBER, MINISTRY OF JUSTICE, OYO STATE.

- Participated in the resolution of Litigation issues, with minor appearances in court.
- Prepared Legal Drafts and provision of legal advice.
- Responsible for communication with clients and internal stakeholders on the status of contract negotiations.
- Managed expectations and answered questions relating to the contracting process.
- Maintained contract database, including the development of administrative protocols designed to ensure the completeness, accuracy and integrity of the system.

MARCH 2012 – AUGUST 2012

EXTERNSHIP, WOLE OLANIPEKUN & CO, ONDO STATE.

- Provided clerical and administrative duties essential for day to day operations of the Legal department.
- Verified of facts related to a legal case, ensuring that the research performed is relevant to a case and that all the information put together for a case is true.
- Provided Legal Drafting and File Processing duties to support the Legal team's objectives.

EDUCATION

FROM: JANUARY 2014

TO: JULY 2015

MSC PURCHASING AND SUPPLY CHAIN MANAGEMENT,

ROBERT GORDON UNIVERSITY, ABERDEEN.

Modules: Business Strategy, Contract Law, Strategic Purchasing, Finance for Managers, Supply Chain Management.

Thesis: Humanitarian Supply Chain Skill and Competencies Using Ebola as a Case Study: Drivers, Benefits, Barriers and Critical Success Factors.

FROM: OCTOBER 2011

TO: NOVEMBER 2012

BARRISTER AT LAW, NIGERIAN LAW SCHOOL, LAGOS STATE.

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

FROM: SEPTEMBER 2006

TO: JANUARY 2011

LLB. LAW, UNIVERSITY OF LAGOS, LAGOS STATE.

Modules: Company Law, Taxation, Oil and Gas Law, Intellectual Property, Contract, Law of Insurance, Criminology

Thesis: Women Trafficking in Nigeria: Contemporary Challenges

SKILLS

- Teamwork.
- Initiative and Independence.
- Creative Problem Solving.
- Written Communication Skills.
- Verbal Communication Skills.
- Project Management.
- Work Under Pressure.
- Commercial Awareness.
- Understanding People.
- Attention to Detail.
- Research Skills/Preparation.
- Active Listening Skills

REFERENCES

Available on request.