



Curriculum vitae of Oladejo Abdulhakeem Ademola

Personal Information

SURNAME /FIRST NAME

Oladejo Abdulhakeem Ademola

ADDRESS

10, Poly Road, Sango, Ibadan, Oyo State, Nigeria

TEL

+2347067653867; +2348073127632

EMAIL

oladejo.abdulhakeem@gmail.com

NATIONALITY

Nigerian

STATE OF ORIGIN

Oyo

LOCAL GOVERNMENT

Ibadan South East

DATE OF BIRTH

10.05.1989

GENDER

Male

Personal Summary

A confident, industrious and ambitious person with strong sense of social responsibility and boundless enthusiasm for cause of public service. A quick learner who can absorb new situations and can communicate clearly and effectively with both professional stakeholders and members of the public. Constantly focused on acquiring in-depth requisite expertise and experience of public administration and policies management and looking for ways to improve and evolve processes.

Presently looking for a dedicated and selfless public (civil) service or government agencies with in-depth and diverse practice of public administration that will in turn unravel the challenges affecting communities and individuals within the social and political environment, which is challenging, fulfilling and rewarding.

Work Experience

DATE

November 2019 — Till Date

POSITION

Legal Representative

RESPONSIBILITIES

Guiding management on regulatory and compliance issues to ensure compliance with legal regulations and Protecting company against legal risks and violation.

Designing and overseeing company policy and position on legal matters and drafting of legal documents and supervising the implementation of any legal agreements and contracts.

Negotiating deals on company behalf, examining the legal issues related to contractual agreements and preparation of appropriate legal documents for trial and court proceedings.

Advising company accordingly on legal issues vis-a-vis Representing company in legal proceedings and acting on its behalf in legal disputes.

EMPLOYER/ADDRESS

Meed Consultant
34, Burundi Street, Off Dambia Close, Wuse Zone 5
FCT, Abuja, Nigeria

TYPE OF BUSINESS

Recruitment/Outsourcing Firm

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|-------------------------|---|
| DATE | October 2018 — November 2019 |
| POSITION | Lawyer/Counsel |
| RESPONSIBILITIES | <p>Taking Clients' instructions and advising them accordingly on their legal rights vis-a-vis representing them in court and acting on their behalf in disputes.</p> <p>Developing and Maintaining lawyer clients' relationship and observing highest standards of ethical and professional behaviour.</p> <p>Drafting of legal documents and arguments and supervising the implementation of any legal agreements or contracts.</p> <p>Conducting research in support of clients' cases.</p> |
| EMPLOYER/ADDRESS | Mukhtar Aderogba & Co., (Crescent Chambers). 34, Kabiawu Street, Mokola, Ibadan, Oyo State. |
| TYPE OF BUSINESS | Legal Firm |



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| DATE | November 2017 — October 2018 |
| POSITION | Legal Assistant (Litigation Department) |
| RESPONSIBILITIES | Attending legal hearings at Court. Endorsing Court case files and Conducting legal research for assigned Justice. Undertaking special assignments as directed by senior legal officers. Handling private and sensitive information in confidential manner. Making sure all administrative documents are filed in the correct places. |
| TYPE OF BUSINESS | Judiciary (Law Court) |
| EMPLOYER/ADDRESS | Court of Appeal, Enugu Division, Enugu State (National Youth Service) |

Education and Training

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|------------------------------|--|
| DATES | November 2016 — August 2017 |
| QUALIFICATION AWARDED | B.L (Law) |
| INSTITUTION | Nigerian Law School, Kano Campus |
| DATES | November 2011 — December 2015 |
| QUALIFICATION AWARDED | LL.B (Law) |
| INSTITUTION | University of Ibadan |
| DATES | January 2010 — November 2010 |
| QUALIFICATION AWARDED | University of Cambridge International Examinations A Level Certificate |
| INSTITUTION | Educational Advancement Centre, Ibadan |
| DATES | 1998 — 2004 |
| QUALIFICATION AWARDED | Senior School Leaving Certificate |
| INSTITUTION | Loyola College Ibadan |
| DATES | 1993 — 1998 |
| QUALIFICATION | Primary School Leaving Certificate |
| INSTITUTION | St. Pauls Primary School, Ibadan |



Curriculum vitae of Oladejo Abdulhakeem Ademola

Member of Professional Bodies Nigerian Bar Association
Muslim Lawyers Association of Nigeria
Young Lawyers Forum

Skills and Competences

LANGUAGE SPOKEN English Language
OTHER LANGUAGE(S) Yoruba Language

SOCIAL SKILLS AND COMPETENCES Excellent communication skills and ability to quickly build rapport with people from diverse multicultural environment.

ORGANIZATIONAL SKILLS AND COMPETENCES Capacity to undertake work independently and with minimal supervision.
Good interpersonal and negotiation skills with an analytical mind able to soak large amount of information.
Able to simultaneously deal with a wide portfolio of work at the same time and prioritise workload efficiently.
A confident team player who thrives on challenges, with a positive, cheerful attitude to public care, administrative practice and academy study.
Highly organised and competent in administrative processes.

COMPUTER SKILLS AND COMPETENCES Competency in Microsoft office suite and excel

Hobbies Reading, Travelling and Engaging in Sports activities



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Referees

- REFEREE** Barr. Aderogba Mukhtar Adebisi
POSITION Legal Practitioner and Property Consultant.
ADDRESS Mukhtar Aderogba & Co., (Crescent Chambers).
34, Kabiawu Street, Mokola, Ibadan, Oyo State.
PHONE +2347039075375
EMAIL: famousmukhtar@gmail.com
- REFEREE** Dr. Racheal Adesola Baiyewu
POSITION Director, Federal College of Forestry.
ADDRESS Federal College of Forestry, Jericho, G.R.A, Idi—Ishin,
Ibadan, Oyo State.
PHONE +2348023316888
- REFEREE** Dr. Olamide Amidat Adeyanju
POSITION Trust Grade Doctor- Obstetrics and Gynaecology.
ADDRESS Princess Alexandra Hospital, 1 Mitre Building,
Kitson Way, Harlow Essex, United Kingdom .
PHONE +447741182290
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