
NNEDIMMA LYNDA OBIANO

Cadogan Estate, Lekki, Lagos, Nigeria (Available to Relocate) ♦ +2347066588295 ♦ obianodimma@gmail.com

PROFESSIONAL SUMMARY

Enthusiastic and result oriented lawyer with a drive for excellence; eager to contribute to team success through hard work, attention to detail and excellent organizational skill.

SKILLS

- Analytical and Critical Thinking/ Innovation.
- Legal Writing, Case analysis and Research Skills.
- Problem solving.
- Efficient Team Player.
- Ability to Work in a Fast Paced Environment.
- Excellent verbal and written Communication Skills.
- Company Secretarial Skills.
- Proficiency in use of Microsoft office tools.
- Emotional Intelligence
- Initiative and Self-Motivation
- Planning and Organizing
- Problem Solving
- Personal Effectiveness
- Creativity and Resourcefulness
- Detail-Oriented
- Efficient researcher
- Dispute arbitration
- Document filing
- Corporate and business legal issues

WORK HISTORY

LEGAL OFFICER, 10/2020 till date

Concave Energy Services Limited –Lekki, Lagos.

Engineering and Oil servicing Company.

- Assists in drafting memorandum of agreement.
- Organizes meetings and prepares detailed summary and minutes of meetings.
- Monitors and advices on legal matters, commercial contracts and agreements.
- Ensures the company complies with statutory and corporate governance practice and guidelines within the oil, gas and energy industry.

LEGAL/CONTRACTADMINISTRATOR, 01/2020 to 10/2020

Heritage Energy Operational Services Limited – Ikoyi, Lagos.

NYSC (Primary Place of Assignment)

Oil Exploration and Production Company.

- Reviewed high- volume contracts, served as a communication link between the company and its clients.

- Coordinated the evaluation of bids/business proposals from prospective contractors and successfully negotiated contract terms with vendors to minimize company's risk; which resulted in revenue increase.
- Maintained a database of contract logs for easy tracking and reference.
- Prepared and documented appointment letters for Contract Holders in the company.
- Provided support to colleagues in the Contracts/Legal team to help optimize work flow and meet up with deadlines.

LEGAL EXTERN, 05/2019 to 06/2019

George Ikoli & Okagbue-Law Firm – Victoria Island,Lagos.

- Gained feasible insight into regulations and policies associated with the legal profession.
- Executed Company Secretarial duties on behalf of the firm such as, Organizing meetings, Preparation of minutes of meeting, legal writing.
- Participated in a number of case management and strategy meetings.
- Researched & drafted legal opinion on several legal issues.

EDUCATION

Bachelor of Law: 2019

Nigerian Law School

Second class (Upper division)

LL.B- Second Class (Upper Division): 2018

Enugu State University.

Senior School Certificate Examination: W.A.E.C, 2012

Niger Grammar School Enugu.

CERTIFICATIONS

Project Management Essential Certification (2020)

AFFILIATIONS

Member, Nigerian Bar Association (2019)

REFERENCES

Available on request