

# Somoye, Oyeyemi B.

Legal Officer (LL. B, BL, B.A Eng.)

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## PROFILE SUMMARY

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Oyeyemi is a lawyer with 8 years active experience and keen interest in the corporate and commercial space. Currently working in the firm of Oyeyemi Somoye & Co as a senior partner and consultant to companies in real estate, facility management, oil & gas, telecommunication, publishing, manufacturing and property management. She understands law and the application of law to businesses to provide solutions and achievement of compliance requirements. Well-versed in regulations, laws and standards procedures and able to translate into forward-thinking business practices. Resourceful, meticulous and proactive with strong communication and problem-solving abilities. Capable of working independently with minimum supervision or as a team and committed to providing high quality legal service.

## EXPERIENCE

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### Senior Partner

**Oyeyemi Somoye & Co.** 43, Hughes Avenue, Alagomeji, Yaba, Lagos.

Dec. 2018- present

- Conducting pre- and post-meeting activities for the Boards under the firm's management
- Providing secretarial functions and participation in AGM's and statutory meetings
- Co-steering the clients' corporate governance and board administration processes
- Maintenance of a checklist of regulatory filings & Corporate registrations and compliance drive of same
- Maintenance of statutory and other related records including register of members, directors, share register for each Company within the Group
- Conduct of legal research and constant monitoring of legal and regulatory changes for timely update and provision of legal analysis.
- Dealing with correspondence, collation of information and preparation of reports for the management team
- Liaising with internal counsel and follow-up on pending litigations also liaising with external counsel and devising means and strategies on pending litigations.
- Carrying out contract lifecycle management from start to finish which involves – contract negotiation, drafting, reviews, vetting, execution, filing etc.
- Maintenance of an up-to-date contract schedule and contract tracking system
- Compliance drive with contract management policy, process and procedure
- Corporate and legal support for Joint ventures the clients are involved in
- Contribution to the development and improvement of the clients' Legal Services Unit and Company Secretariat through strategic planning and execution of responsibilities
- Litigation management, dispute resolution management, complaint management & debt recovery
- Corporate & Legal Support for clients' International Businesses and subsidiaries within Nigeria
- Dealings with law enforcement & other government agencies
- Attendance, monitoring and interface with law enforcement agencies (EFCC, ICPC, POLICE) in respect of all pending law enforcement matters involving clients.

### Legal Officer

**Roman Garden Estate Ltd,** 10 Solomon Louis Close Victoria Island, Lagos

Aug. 2016-Nov. 2018

- Attended to client complaints on property related matters
- Prepared and handled client documentations
- Conducted root of title deed search and registration at the land registry

- Managed all company's estates and ensured optimum facilities management
- Offered legal advice to the company and to prospective clients in property related matters
- Litigation management, liaising with the company's external solicitors in relations to pending law suits instituted by or against the company and devising strategies towards its resolution
- Maintained up-to-date contract schedule for the Estate
- Ensured compliance drive with contracts management policy, process and procedures
- Drafted and reviewed legal correspondence, contract draft etc
- Provided weekly reporting for the department
- Attended and monitored all pending litigations and proceedings involving the Company
- Maintained up-to-date schedule of pending litigations
- Attended and monitored all pending law enforcement matters involving the company
- Provided clarification on legal language or specifications to everyone in the organization
- Other duties as assigned from time to time.

### **Legal Counsel**

**Adegbola Abayomi & Co.,** 272 Ikorodu Road, Obanikoro, Beside Mobil filling Station, Lagos Oct. 2013- Jul. 2016

- Prepared court processes and filing
- Conducted clients' interview and document review
- Represented clients in court when required
- Legal drafting of contracts and reviews
- Negotiated in settlement of Legal dispute
- Gave accurate and timely counsel to executives in a variety of legal topics (labour law, partnerships, international ventures, corporate finance etc.)
- Collaborated with clients' management to devise efficient work force defence strategies
- Specified internal governance policies and regularly monitor compliance
- Researched and evaluated different risk factors regarding business decisions and operations
- Communicated and negotiated with external parties (regulators, external counsel, public authority etc.), creating relations of trust and business
- Maintained current knowledge of alterations in legislation.

### **OTHER EXPERIENCES**

**Ikpoba Oha Local Government, Edo State**

Nov. 2012-Oct. 2013

#### **State Counsel**

- Representation of the state in courts
- Drafted and filing of court processes
- Drafted correspondences
- Conducted client interview
- Opposed bail applications
- Legal advice on criminal case file transferred from police station to the directorate of public prosecution.

**'Tunji Abayomi & Co. Legal Practitioners**

July 2010-Nov 2010

#### **Intern**

- Conducted research to support the development of a brief
- Conducted client interviews with the firm's Associate or Partner
- Developed reports and legal opinions
- Contract drafting and preparation

### **EDUCATION**

**Masters in Law (LLM)**, University of Lagos  
**Barrister at Law (BL)**, Nigerian Law School, Yenagoa  
**Bachelor of Law (LL. B)**, Lagos State University, Ojo  
**Bachelor of Arts (BA English)**, University of Lagos, Akoka

in-view  
Oct. 2011 – Aug. 2012  
Mar. 2006 – Aug. 2011  
Mar 2002- Oct 2007

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## PROFESSIONAL MEMBERSHIP

- Graduate Member (2013), International Project Management Professional
- Member, Nigeria Bar Association. (NBA)
- Member, Nigerian Bar Association, Section on Business Law (NBA-SBL)

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## SKILLS AND CORE COMPETENCIES

**Core Competencies:** Good communication skills, analytical skills, organization skill, self-motivated and versatile, fast and dynamic learning skill, trustworthy, goal driven spirit, good team player, credible human relations with high sense of discipline, ability to work independently and handle confidential materials, composed under pressure.

- **Interpersonal and Communication Skills:** Effortlessly connects with people to build personal and business relationships, and passes information in a clear and socially sensitive manner. An empathetic and attentive listener and problem solver.
- **Team Leadership and Management:** Able to delegate responsibilities, motivate a cross-functional team to achieve corporate goals. Clearly expresses ideas and business strategies in verbal and written formats whilst ensuring inclusive collaboration.
- **Software Skills:** Advanced Microsoft Office (Word, Excel, PowerPoint, Access).
- **Languages:** English (Fluent), Yoruba (Fluent).

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## PUBLICATIONS

- LL. B Dissertation: "Resulting Trust in Nigeria Legal System" August (Unpublished) 2011
- BA Eng. Dissertation: "A Social Semiotic Analysis of Language of Political Posters in Nigeria" November (Unpublished) 2007

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## INTERESTS/HOBBIES

- Reading, writing, researching, travelling & networking.

**REFERENCES: Available on request**