

OKONTA CHIDI

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Coker Village, Orile Iganmu, Lagos
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PERSONAL INFORMATION:

DATE OF BIRTH: 20th August 1973
STATE OF ORIGIN: Abia
LOCAL GOVERNMENT AREA: Umuahia South
GENDER: Male
MARITAL STATUS: Married

INSTITUTIONS ATTENDED WITH DATES:

Nigerian Law School, Bwari, Abuja	B.L. (Law)	Feb 1999 - Oct 2000
Abia State University, Uturu, Abia State	LL.B (Law)	Jan 1993 - Jun 1998
Fed. Govt College Odogbolu, Ogun State	S.S.Certificate	Aug 1984 - Nov 1990
Elitonia Intl Nur/Pry School, Lagos State	F.S.L.C	Oct 1978 - Jan 1984

DEGREES/CLASS OF DEGREE OBTAINED WITH DATES:

B.L. Law	Second Class Lower	2000
LL.B Law	Second Class Lower	1998

PREVIOUS WORK EXPERIENCE:

First Marina Trust Ltd. Company Secretary/Head, Legal Feb 2014 - Date
(Finance Projects Investments)

- Organizing and preparing agendas and papers for board, board committees and annual general meeting (AGM)
- Taking minutes, drafting resolutions and filing required forms and returns with the Corporate Affairs Commission
- Maintaining statutory books, including registers of members, directors and secretaries
- Liaising with the Credit Department and drafting loan agreements
- Registering mortgages, bill of sale, debentures and other charge documents
- Facilitating recovery of money loaned out by the Company
- Liaising with external solicitors
- Attending court on behalf of the Company
- Mobilized deposits for the Company
- Overseeing the HR and Admin Departments
- Rendering HR report
- Identifying the Company's recruitment needs
- Managing the company's recruitment process
- Monitoring and maintaining office equipment
- Monitoring office supplies and place orders when necessary
- Monitoring office expenses and costs
- Preparing travel arrangements for office staff and managers

First Marina Trust Ltd. Assistant Company Secretary/Head, Legal Feb 2008 – Jan 2014

(Finance Projects Investments)

- Assisted the Company Secretary in its core secretarial duties to the Company
- Ensured statutory compliance with relevant legal provisions
- Prepared notices and attend board/shareholders meetings
- Liaised with the Credit Department and draft loan agreements
- Registered mortgages, bill of sale, debentures and other charge documents
- Mobilized funds for the Company

Abbey Building Society Ltd. Legal Officer May 2003 - Jan 2008

(Mortgage Bankers)

- Assisted the Company Secretary in its core secretarial duties to the Institution
- Liaised with the Loans & Advancement Department and draft all loan agreements
- Conducted searches at the land registry and at the Corporate Affairs Commission
- Registered mortgage documents and perfected titles to property/collaterals
- Held briefs for the Institution in court
- Drafted contracts and other legal agreements
- Raised deposits for the Company

Kenneth Ojingba & Co. Litigation Officer Jun 2002 - Apr 2003

- Law practice with interest in civil, criminal, commercial and corporate secretarial practice
- Drafted contracts and legal agreements
- Processed Letters of Administration and perfected documents at the Lands Registry
- Incorporated companies, business names and filed documents at the Corporate Affairs Commission

N.Y.S.C: Union Homes Savings & Loans Ltd. Operations Apr 2001 - May 2002

- Bulk cashier, balanced cash register, counted and sorted monies
- Performed customer service functions such as opening of accounts and handling of enquiries from customers
- Arranged and took money to the head office at the close of the day's work

PROFESSIONAL QUALIFICATIONS:

- Associate Chartered Institute of Secretaries & Administrators (ACIS)
- Associate Member Nigerian Institute of Management (AMNIN)

COMPUTER APPRECIATION:

- Coker Computer School, Lagos Certificate Jan 2003 - Mar 2003
- Certificate (Basic Computer Appreciation: Microsoft Excel, Word, Access, PowerPoint – Mar 2003)
- Eqifax Computer Training School, Lagos Diploma Aug 1998 - Feb 1999
- Diploma (Computer Engineering - Feb 1999)

TRAINING/SEMINARS ATTENDED WITH DATES:

- Enterprise-Wide Risk Management Course, May 2013
- Entry Course for Associates into Chartered Institute of Arbitration UK October, November 2006
- Mandatory Professional Development Programme for ICSA, August 2006
- Dove Seminar for Legal & Recovery Officers, May 2004
- IGI Training on Insurance, April 2003
- NAICOM Seminar on Insurance, February 2003

SKILLS: Analytical, legal, advocacy, drafting, communication, negotiation, documentation, administration, alternative dispute resolution, numerical, credit, interpersonal, marketing, corporate secretarial, leadership and managerial skills

HOBBIES: Football, table tennis, poetry and creative writing

RESEARCH IN PROGRESS: Roles of Legal officers in financial institutions

REFEREES:

Eng. Lambert C. Ukagwu
Nigerian Engineering & Technical Company Ltd.
146B Ligali Ayorinde Street
Victoria Island, Lagos
2611255, 2611232

Mr. Allison Nnaemeka Ekwurike
American Consulate
2 Walter Carrington Crescent
Victoria Island, Lagos
2610097, 2610195