

OLUKEMI MOSUNMOLA SOYOYE, LL.B, L.B, LL.M.

Legal Adviser/Company Secretary.

Contact

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Education

2019
LL.M (Master of Laws) • University of Lagos, Lagos.

2005
B.L (Barrister at Law) • Nigeria Law School • Enugu Campus, Enugu State.

2004
LL.B. (Bachelor of Laws- Second Class Upper Division) • Ogun State University • Ago Iwoye, Ogun State.

Certificate and Training

- Certificate in Computer Operations from Professor Isa Abubakar Resource Centre, Bauchi, Bauchi State, 2006.
- Nigerian Institute of Management (NIM) 2006

Professional Membership

- Nigerian Bar Association (NBA)
- Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN)
- International Federation of Women Lawyers (FIDA)

Profile

Experienced Legal Adviser and Corporate Governance expert with over a decade of hands-on advisory experience. Skilled in corporate governance, legal advisory, planning, negotiation, compliance, and assets administration. Proficient in shareholder management, risk management, dispute resolution, bids and proposals, litigation management, and strategy development. Excellent written and verbal communication skills. A dedicated researcher continuously seeking to improve and evolve processes.

Experience

January 2012- till date
Group Legal Adviser/Company Secretary
Istabaraqim Nigeria Limited,
165, Herbert Macaulay Way, Yaba, Lagos

- Moderation of Board and Management meetings.
- Carrying out strategic sessions and meetings with the board and management of the organization.
- Strategic planning and legal advisory with the board to ensure that the objectives of the company are achieved.
- Periodically update and review all the policies of the company, as well as monitor compliance.
- Providing accurate, timely, and effective legal advice to the Board.
- Carrying out risk identification, assessment, response, and monitoring and control in conjunction with other departments in the company.
- Maintain statutory registers and keep company records and documentation.
- Formulating and creating different policies for the company in conjunction with the human resources unit and head of units and monitoring to ensure compliance, as well as advising on the legal implications of the policies.
- Work closely with the Human Resources department to ensure that recruitment policies comply with the law.
- Filing of annual returns in compliance with the Companies and Allied Matters Act.
- Ensuring Compliance with Memorandum and Article of Association, statutory regulations, and Corporate governance standards.
- Liaising with regulators (NAFDAC, NIPEX, CAC & DPR), auditors, and external solicitors on litigation matters in court.

- International Bar Association (IBA)
- Chartered Institute of Arbitrators - CIArb (UK)

Key Competence

- Corporate Governance
- Legal Advisory
- Planning
- Negotiation
- Compliance
- Assets Administration
- Shareholder Management
- Risk Management
- Dispute Resolution
- Bids & Proposals
- Litigation Management
- Strategy Development
- Excellent Written and Verbal Communication

- Monitoring changes in the regulatory framework and coordinating the prompt alignment of the company's activities and compliance.
- Member of the recruitment team for the selection of new employees, working in conjunction with the Human Resources department to create the parameters for staff appraisals.
- Drafting, reviewing, and vetting agreements and other legal documents.
- Convening and servicing Annual General meetings (preparing agendas, taking minutes; conveying decisions).
- Providing support to different committees and ensuring proper documentation of decisions.
- Providing legal and financial advice during and outside of meetings.
- Creating awareness of recent laws and regulatory compliance laws and organizing workshops, training, or webinars for employees and other stakeholders to ensure that all stakeholders are carried along.
- Periodically doubles as head of human resources and administration where the situation arises.
- Ensuring data awareness in the organization leading to better decision-making and overall success of the organization.
- Introduction of data governance to the board and the need to effectively govern the company data.

October 2010- December 2011

Oct 2010 – Dec 2011 SENIOR LEGAL COUNSEL

A.U. Mustapha & Co., O.P Fingsi Street, Yoma Place, Utako, Abuja.

- Represented clients in courts in both civil and criminal cases as a senior counsel as well as in appellate Courts.
- Attending meetings with clients and potential clients.
- Advising clients on strategic business concepts, the compliance and regulatory requirements of their businesses and the effect of non-compliance.
- Proffered legal opinion and solutions to client's legal issues.
- Ensuring timely and accurate case management of clients, their businesses and properties
- Preparation of court processes according to client briefs.
- Vetting processes and documents prepared by other legal practitioners.
- Writing progress reports on matters after each court sitting.
- Conducted research on legal issues and also provided detailed materials for articles and presentations where necessary.
- Attending and taking minutes of meetings during client meetings.
- Preparation of legal opinions on some matters and advice clients on legal transactions.
- Execution of all Company registrations with Corporate Affairs Commission.
- Organized and participated in various pretrial conferences with clients and their witnesses to ensure that reports were well prepared.

- Ensured that assignments with Abuja Geographic Information Systems were attended to timeously.

January 2010 - July 2010

LEGAL COUNSEL

Ben Jones Akpan & Co, Glorious Integrity Chambers, Danzoyal Plaza, CBD, Abuja.

- Prepared documents and agreements for clients, represented clients at meetings, and participated in Alternative Dispute Resolution on behalf of clients.
- Prepared monthly progress reports on matters in the office.
- Execution of all Company registrations with Corporate Affairs Commission.
- Attending and taking minutes of meetings during client meetings.
- Represented clients in all courts of records during trials on both civil and criminal cases.
- Prepared legal opinions on some matters and advised clients on legal transactions.
Managed company registrations.

May 2008 - December 2009

CUSTOMER SERVICE OFFICER / FUND TRANSFER OFFICER

Intercontinental Bank Plc – Regional Office, Cadastral Branch, CBD, Abuja.

- Reviewed and verified the account opening forms of the new customers to ensure proper documentation.
- Ensured and facilitated corporate customers and account holders complied with all requirements of the law for opening the account.
- Conducted searches on corporate customers to confirm the documents provided are verified.
- Followed up with new and old customers to know their concerns and attend to all their inquiries.
- Maintained customer database and updated periodically.
- Followed up and resolved over 600 customers' problems via the customer service desk monthly.
- Ensured effective and timely service delivery to customers at all times.
- Created awareness of new products and services of the bank which resulted in an increase in customer base.

Vertical line