

OGUNDIRAN OLUSEYI

13, AbiodunBada Street, River Valley Estate, Ojodu, Berger, Lagos.

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Career Objective

To bring about improvement to the institution I find myself, improvising more creative ways and skills of achieving optimal results that are in line with the organizations goals and objectives.

Personal Statement

A self-motivated starter who aim at achieving professional distinction in diverse perspective through hardworking, commitment and diligence.

Personal Information

Date of Birth:	October 28, 1988
Sex:	Male
Marital Status:	Single
Nationality:	Nigerian

Education

- Nigerian Law School, Abuja. 2015 - 2016
- Igbinedion University Okada, Edo State.
LL.B Law(2nd class lower) 2010 - 2013
- Providence Heights Secondary School, Fagba, Lagos, Nigeria:
Senior Secondary School Certificate 1999 - 2005
- Doland International School, Akute, Ogun State, Nigeria:
First School Leaving Certificate 1993 - 1999

Work Experience

George Taylor Ashiru& Co MAY 2014 – July 2014

Position: legal Officer

Job Responsibilities:

- Assisted in office Administration.
- Performed Research on Cases for senior colleagues.
- Process forms, affidavit and requests.

Position: Assistant to the ALGI (Assistant Local Government Inspector)

Job Responsibilities:

- Coordinated corper's projects for approval.
- Assisted in processing forms and documents for submission.

KehindeAfeez & Co MARCH 2015 – SEPTEMBER 2015

Position: legal officer

Job Responsibilities:

- Provided legal advise to potential clients.
- Helped in office administration and organization.
- Research on cases and law books.

BIODUN ADEYEMI & CO

NOVEMEBER 2017 TO DATE

Job Responsibilities:

- Drafting of agreements, Deeds and contracts of sale.
- Advising clients on suitable home and properties
- Represented clients in court on matters relating to real estate

Core Competency

- Strong analytical skills to take both informed and balanced initiatives.
- Proficient in the use of MS Excel, Word, PowerPoint.
- Good client relationship skills.
- Exuding a good level of confidence, in terms of operating and taking decisions independently, while at the same time being an effective team player.
- Good written, presentation, communication, interpersonal and numerical skills.

Training and Certifications

- MMS Software Engineering at NIIT (Diploma in Computer Studies) 2017

Interests

Research, Studying, Teaching people and Listening to news.

Referees

To be provided on request.