**OLUBUKOLA I. TAIWO**

+2207745757+2203679006

Little Estate, Pipeline

Email: [bjgbemileke@yahoo.com](mailto:bjgbemileke@yahoo.com)

**PROFILE:**

I am a versatile and results-driven law graduate with a passion for navigating complex legal landscapes seeks to apply analytical skills and regulatory expertise in a challenging position within the banking sector. Eager to contribute a legal perspective to financial operations and compliance initiatives

**EDUCATION**:

* **L.L.B-** University of The Gambia- **2021**
* **WASCE-** Oke Ado High School Ibadan . 1987
* **HNC/HND -International Business College Fajara 2008.**
* **Cisco CCNA-Quartumnet institute kairaba. 2010**

**SKILLS:**

Communication, Team Collaboration, Project Management, Alternative Dispute Resolution**,** Record keeping, Legal Drafting, Legal Research, Client Interaction, Attention to detail, Client interaction, Time management, Legal Analysis, Negotiation, Analytic Thinking, Advocacy skill, Problem solving, Ethical Judgment, Adaptability, Teamwork, Client counselling and conflict resolution**.**

**EXPERIENCE**:

Computer Operator-EKO Hospital Lagos

**– May 1995-Dec 1996**

**Responsibilities**

* + Compilation and printing of medical bills for patients.
  + All staff Records and data Compilation
  + All administrative works

Manager- Rafbuk Enterprise 2009-2016

○ Management of the entire business

○ supervision of staff and monitoring of day to day activities.

**Legal Assistant- H&P Law FIRM Dec 2020 -Till date**

**Responsibilities**

* Conducted in-depth legal research on various cases and issues to support attorneys in case preparation.
* Assisted in reviewing legal documents, contracts, and case files to ensure accuracy and compliance with legal standards.
* Communicated with clients to gather information, schedule appointments, and provide updates under supervision.
* Accompanied attorneys to court proceedings, taking notes, and assisting with document preparation.
* Contributed to the drafting of legal documents such as contracts, briefs, and pleading

**Extracurricular Activities:**

**Basketball 🏀**

Strengthened strategic thinking and problem-solving skills.

Participated in local and regional chess tournaments.

**Volleyball MRC Team Player**

Played an integral role as a member of the MRC Volleyball Team.

Collaborated with teammates to strategize and execute game plans.

Demonstrated effective communication and coordination during matches.

Contributed to a positive team environment, fostering camaraderie and mutual support.

**INTEREST**

Passionate about the intersection of technology and law, particularly in the dynamic field of tech law within the banking sector. Committed to continuous improvement and staying abreast of advancements in both legal and technological landscapes.

**CERTIFICATIONS**:

**Certification of Achievement**- voluntary collaboration between The Gambia and Stockport college in team working and marketing skills of the international Business College 2006.

**REFERENCES**:

Available upon request.