

# IKECHI MBA

**Address:** Lagos, Nigeria | **Phone Number:** +2348039300831 | **Email:** Mbaichechi6@gmail.com

**General Counsel | Commercial Contracts Associate | Corporate Law Champion | Advocate & Solicitor**

## | CAREER SUMMARY |

Ikechi stands out as a passionate Corporate Legal Associate and Company Secretary, boasting over 3 years of rich experience in Corporate and Commercial Law Practice, Legal Compliance, Company Secretaryship and Advocacy. With a keen interest in corporate and commercial law practice, taxation, transfer pricing, corporate compliance and arbitration, Ikechi has showcased depth of knowledge while working with clients across the corporate law space.

With track record in managing legal and corporate risks, ensuring 360% compliance, managing arbitration, and advising board of companies on broad range of legal concerns, Ikechi stands out as a legal solution enabler. His proven problem-solving skills, and a deep understanding of law and compliance positions him as great asset to organizations.

## | CORE SKILLS AND COMPETENCIES |

- Corporate & Commercial Law Practice
- Legal Drafting & Legal Research
- Advocacy & Corporate Negotiations
- Compliance & Risk Management
- Corporate Taxation & Arbitration
- Corporate Administratorship
- Case Management & Reporting
- Contract Review & Opinion Writing
- Leadership & Decision Making
- Problem Solving & Analysis
- Market Intelligence & Closing
- MS Suite | Internet Applications

## | PROFESSIONAL EXPERIENCE |

### **HENCH LEGAL, LAGOS | Legal Associate | March 2023 – Date**

- Professionally prepares legal briefs, agreements, legal opinions and prepared clients for their cases in court.
- Spearheads property due diligence at Lands Bureau, ensuring smooth acquisitions in compliance with the law.
- Proffer legal advice to clients, undertake negotiations, and represented clients in various legal disputes especially disputes arising from commercial transactions, breach of agreements, interpretation of contract.
- Carry out filling of incorporation and post-incorporation documents at the Corporate Affairs Commission.
- Effectively conduct searches at the Ministry of Lands and CAC to ascertain the title documents of Vendor.
- Prepare minutes of meeting and filed necessary company's resolutions at Corporate Affairs Commission.
- Successfully managed clients' property and invoked appropriate legal processes to protect clients' interests.

### **LAGOS MULTI – DOOR COURT HOUSE, IKEJA | Project Case Manager | October 2022 – March 2023**

- Worked as the Project Case Manager and Research Analyst, screening files that were suitable for Alternative Dispute Resolution (ADR) and also prepared settlement terms when the need arises.
- Effectively prepared reports and managed the schedules of all the parties to the case with mediators and arbitrators
- Professionally and accurately prepared reports for each session and drafted terms of agreement and sent to court.
- Provided all-round administrative and case management support to the parties involved, arbitrators and mediators.

## **SURBIZ GLOBAL RESOURCES LIMITED, LAGOS | Company Secretary/Legal Adviser | August 2021 – March 2022**

- Effectively serve the Board of Directors of Global Resources Limited as the of Legal Adviser and Company Secretary.
- Professionally ensured strict adherence to legal standards, in-house policies and guarding against all legal threats.
- Carefully designed the company’s compliance architecture, procedures, and controls, ensuring they are up-to-date.
- Oversaw the timely filing of company’s annual returns with the Corporate Affairs as well as other regulatory bodies.
- Effectively prepared official documents on behalf of the company as authorized by the management and the board.
- Offered specialized legal advice to the business, supporting growth and business strategy, while advising the Board.
- Drafted and reviewed all contractual agreements, legal correspondences, to ensure adequate protection at all time.

### **| PROFESSIONAL QUALIFICATIONS |**

- **CHARTERED INSTITUTE OF TAXATION, NIGERIA** | Associate Member | In View
- **CHARTERED INSTITUTE OF SECRETARIES AND ADMINISTRATORS OF NIGERIA** | Associate Member | In View

### **| ACADEMIC QUALIFICATIONS |**

- **NATIONAL YOUTH SERVICES CORPS (NYSC)** | Discharge Certificate | 2022
- **NIGERIAN LAW SCHOOL, LAGOS CAMPUS, LAGOS** | Barrister-at-Law (BL) | 2021
- **BABCOCK UNIVERSITY** | Bachelors of Laws (LLB) | 2019

### **| INTEREST/HOBBIES |**

Research | Meeting People | Travelling | Sports | World News

### **| REFEREES |**

Available on Request