

CURRICULUM VITAE

ATIBA OLUSOLA. O ESq

**No 66 Angoods Lane,
Chatteris,
Cambridgeshire,
PE16 6RG
United Kingdom**

olusolabusayo2018@gmail.com

+447771026338.

PERSONAL DATA

DATE OF BIRTH: 14TH FEBRUARY 1985
SEX: MALE
NATIONALITY: NIGERIAN
MARITAL STATUS: MARRIED

MISSION STATEMENT AND FOCUS

- To bring desired progress and improvement to the institution through the impact of know-how while cooperating with existing members of staff.
- To maximize my potentials and harness my wealth of experience for possible output within the institution.
- To carry out any assigned task dutifully and competently and make a good impression of the institution in any given task, place or event as occasion demands.
- To help institution or organization achieve its aims, objectives and help in realizing the goals of any organization by contributing my quota using my experience and technical knowhow.

EDUCATIONAL INSTITUTION ATTENDED WITH DATES

- Robert Gordon University, Aberdeen, Scotland United Kingdom 2015-2016
- Nigerian Law School, Bwari Abuja 2012- 2013
- Adekunle Ajasin University, Akungba Akoko 2007-2011
- Parker International High School, Akure 2003-2004
- Citadel International College, Ikare Akoko 2000-2003

QUALIFICATIONS

Master of Laws (LLM) oil and Gas Law	2016
Call to the Bar Certificate	2013
Qualifying and Barrister at Law Certificate	2013
Bachelor of Laws LLB (HONS)	2012
West African Secondary School Certificate	2004

PUBLICATIONS

Atiba Olusola. O, “Copyright infringement and the Nigerian Media” being an LLB degree dissertation submitted in partial completion of the award of bachelor of Laws to the faculty of law, Adekunle Ajasin University Akungba Akoko, Ondo State Nigeria.

Atiba Olusola. O “ The Role and implication of stabilization and renegotiation clauses, which is a Better option in Solving the problem of political Risk” being an LLM degree dissertation submitted in partial completion of the award of Master of Laws to Aberdeen Business School, Robert Gordon University Aberdeen, Scotland, United Kingdom.

OTHER CERTIFICATES

Certificate in Dispute Resolution 2013

ASSOCIATIONAL MEMBERSHIP

Member, Nigerian Bar Association (NBA)

Member, Association of professional Negotiators and Mediators (APNM)

WORK EXPERIENCE

February 2012- September 2012. Akinseye George & Co. Area 11 junction opposite police Headquarters, Garki FCT Abuja, Nigeria

Librarian and Co- Researcher

- Ensuring books are properly kept in shelf and well labeled
- Taking general stocks of recent journals and keeping records
- Taking general stock of the books in the library
- Help in research work for any matter to come up in court
- Assist in looking for relevant cases to support matters in court
- Any other duty delegated by my boss or head of chambers

October 2012- November 2012

This period, I was busy with my Degree final clearance and application process into the Law School.

December 2012 – October 2014. Ministry of Justice, Portharcourt Nigeria.

Junior Counsel / NYSC services

Duties

- Treating case files and assisting my principal
- Settling disputes outside court through ADR and taking records
- Giving legal advice to clients who may come up for counsel
- Visiting prisons and educating inmates on their rights and rendering free legal services of a lawyer
- Participated effectively in community Development Services (CDS) and educating the general public on their rights
- Any other duty delegated to me by my principal.

November 2014- December 2014

This period, I was busy putting in application for my Masters degree in Law in Robert Gordon University Aberdeen and getting ready for this.

January 2015- May 2016

This period, I was a post graduate student in Robert Gordon University Aberdeen, Scotland busy with my Masters Degree in Oil and Gas Law.

July 2015- October 2015 Smyth Toys ltd, Beach Bouvelevard Retail park, link road, Aberdeen AB115EJ, Scotland United Kingdom

Sale Representative

Duties

- Assisting in taking delivery of goods
- Assist in taking stock records
- Assist in displaying goods on the isle for customers to easily see
- Attending to customer when on the shop floor
- Ensuring everything is in order after the close of work
- Any other duty assigned by the manager

May 2015 – April 2016. Pittodrie stadium, Sodexo prestige Street, Aberdeen AB245QH Scotland United Kingdom

Hospitality Assistant

Duties

- Making preparation and logistics before the arrival of guest
- Responsible for the welfare of guests and other clients.
- Any other duty assigned by the manager

May 2016- November 2016 Imer Care Solutions Ltd Future House, The moakes, Luton LU33QB United Kingdom

Support Worker

Duties:

- Giving support to vulnerable adults in hospitals
- Taking records and observations
- Assisting medical personnel in administrating drugs on patients
- Assisting medical personnel throughout the day's activities
- Giving personnel care where and when necessary
- Assisting vulnerable adults in their daily activities and routine for the day
- Attending to visitors and arranging a meeting
- Escorting them to the community when necessary
- Ensuring their personal needs are taken care of and looking after their general welfare
- Any other duty delegated by the manager of the company

**December 2016-July 2017 Eagles Legal Consult and Research Centre. No56B
power link road behind freedom park Abuja Nigeria**

Research Assistant

Duties

- Assist in gathering of relevant and updated materials for the company research article
- Rendering of legal advice and legal services to individuals and corporate organizations who patronize the company
- Assist in reading and correcting the company's legal materials before final publication
- Rendering of advisory role to the company for the editorial board and publication committee.
- Drafting of the company's letters and other memorandum especially invitation of great academics to give inaugural lecture in the company's annual event or symposium organized annually by the company
- Contacting and negotiating with legal giant in the industry who are willing to collaborate with the company especially in the publication of articles in the company's journal.
- Undertaking any other assignment meticulously and painstakingly this may be delegated to me by the Head of the company from time to time.

August 2017 – July 2022. Adekunle Ajasin University, Akungba Akoko, Ondo State, Nigeria

Administrative officer

Duties.

- Assist the law librarian in the general running of the law library.
- Assist the law librarian in book processing, cataloguing and giving subject heading.
- Assist the law librarian in administration/ administrative work or the law library.
- Assist in taking briefs, attending meetings , administrative documents relating to the law library in the absence or the law librarian

- Writing and giving reports of the day's activities in the absence of the law librarian.
- Assist in writing letters, memorandum, editing of documents relating to general administration in the law library.
- Assist in drafting letters to erring law students in the faculty of law.
- Assist in ensuring the rules and regulations in the law library are obeyed by the law students making use of the library.
- Assist in supervising the library officers to ensure that books are properly arranged in the shelves.
- Assist in reading shelves every morning to ensure that books are properly arranged according to call mark for easy access.
- Assist in writing the subjects in the data conversation slams for windows.
- General supervisory role to ensure the law library is functioning well
- Any other duty delegated by the law librarian

Ajasin Varsity Investment Limited (AVIL). July 2019 till August 2022

Company's Secretary

Duties

The duties of Company Secretary are both Statutory and Administrative in nature. The Statutory duties include;

- Signing the form for annual returns which is also required to be signed by a director.
- Certifying the financial statements attached to the firm's annual returns, which are also required to be certified by a director
- Acting as liaison officer between AVIL and Federal Inland Revenue Service (FIRS) and other regulatory government agencies where it is required to fulfill its financial and administrative obligations.

Administrative Duties include;

- Preparing and issuing notices of Board and General Meetings in accordance with instructions given by the Chairman or the Board.
- Attending and taking minutes of meetings and maintenance of the related minute books.

- Ensuring that the Board decisions are properly communicated and that action item is circulated to the board members after each board meeting.
- Any other incidental duties that may be assigned by the Chairman of the Board from time to time as occasion or exigency requires.

Administrative Officer (Personnel Division) November 2019 till December 2019.

Duties

- Drafting memorandum to be circulated within the division.
- Treating complains of Senior Academic Member of staffs.
- Filling of various letters of staffs for various complaints.
- Treating of leave of absence for staffs of the University.
- Any other incidental duties that may be assigned by the Deputy Registrar personnel.

Administrative officer (Academic Affairs Division) December 2019 till February 2020

Duties

- Drafting approval letters for back-end registration.
- Uploading of result recommended by the senate.
- Clearance for students for resumption of studies.
- Drafting of memorandum to be circulated within the unit.
- Keeping and filling of enabling letters for future reference.
- Drafting of approval letter for correction of names.
- Issuing of Notification of Result for graduates.
- Organizing of matriculation ceremony and issuing of academic gowns to candidates.
- Attending to students complains and giving advice as appropriate.
- Any other incidental duties that may be assigned by the Deputy Registrar Academics.

Assistant Registrar, Legal Unit. February 2020 till July 2022

Duties

- Drafting various kinds of agreement.
- Vetting different types of agreements
- Giving legal opinions.
- Attending meetings.
- Representing the legal units in investigation panels
- Representing the University in Courts and meetings.
- Any other incidental duties that may be assigned by the Principal Assistant Registrar legal.

Askham Village Community, 13 Benwick Road, Doddington March PE15 0TX

August 2022 till date

Senior Career/Support Worker

Duties

- Assisting residents with their daily and personal needs.
- Assisting with their daily routine check and personal hygiene.
- Assisting the residents with their diet, drink and food.
- Assisting the residents to tidy up their surroundings and ensuring their environment is tidy all the time.
- Taking them for a walk on the instruction of the Lead Nurse or the Manager
- Assisting them going outside of the house for shopping and buying their personal needs in the house.
- Escorting them for Excursion and sightseeing in interesting places and any destination of their choice they may find interesting
- Uploading their daily activities on the nourish for proper documentation and for easy and future reference
- Signing of the night book and recording of activities that has be done during the night shift.
- Ensuring the bins are properly emptied and the sluice kept tidy.
- Attending to visitors and giving directories.
- Checking on the residents when they are asleep in the night.

- Any other duties delegated by the lead nurse or the Manager of the Company.

PERSONAL SKILLS

Highly motivated, leadership skills, creative, excellent numerical skills, team spirited, result oriented, versatile, fast learning, and excellent communication skills and inter personal relationship

Computer

Microsoft office online networking

HOBBIES

Reading, writing, travelling, conducting research, teaching and making friends

References

Available on Request.