**CURRICULUM VITAE**

**ATIBA OLUSOLA. O ESq**

**No 66 Angoods Lane,**

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**United Kingdom**

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**+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**.

**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

**December 2013 – 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.

**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 delegated by the manager of the company

**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

**August 16, 2017 till date. Adekunle Ajasin University, Akungba Akoko, Ondo State, Nigeria**

**Administrative officer 1 Law**

**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 or 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

**Secretary**, **Ajasin Varsity Investment Limited (AVIL). July 10, 2019 till August 2022**

**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 1 (Personnel Division) November 12, 2019 till December 12 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 1(Academic Affairs Division) December 12, 2019 till February 6 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.

**Administrative Officer 1. Legal Unit. February 6, 2020 to 31st Sept 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, Doddington, March**

**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.**