



CHIKAILO GLADYS OKEKE

Nationality: Nigerian (Nigeria) | **Phone number:** (+234) 8071213521 (Mobile) |

Email address: okekechikailo2@gmail.com | **LinkedIn:**

<https://www.linkedin.com/in/chikailo-okeke-839b65250> |

Address: ABUJA, Nigeria (Work)

● ABOUT ME

Devoted legal practitioner with keen focus on intricate corporate governance, taxation and financial entities. Recognized for a meticulous approach to legal compliance and adept administrative support. Seeking an opportunity with an industry-leading organization to pioneer progressive strategies for unwavering excellence in regulatory adherence and operational efficiency, setting new benchmarks in corporate success.

● WORK EXPERIENCE

11/2022 – CURRENT ABUJA, Nigeria

LEGAL ASSOCIATE Y. C MAIKYAU &CO.

- Conducting research on case law, statutes, regulations, and legal precedents relevant to ongoing litigation.
- Assisting in the preparation of legal memos, briefs, and reports based on research findings
- Contributed in developing detailed litigation strategies for plethora of cases.
- Handling correspondence related to litigation matters, including drafting and sending letters to opposing parties and the court.
- Coordinating and scheduling court appearances, depositions, and hearings.

09/2022 – 12/2022 ASABA, Nigeria

LEGAL POLICY ASSISTANT LONE PALM LIMITED

- Assisting in the drafting and formatting of legal documents, including contracts, agreements, and correspondence related to company operations.
- Contributed in corporate governance initiatives, ensuring compliance with legal and regulatory frameworks.
- Conducting initial reviews of legal documents to identify issues, inconsistencies, or missing information.
- Conducting research on local, state, and federal regulations and on legal issues providing summaries and recommendations to superiors to support compliance effort.
- Ensuring that policies and procedures align with legal requirements and industry best practices, and assisting in updating them as needed.
- Handling sensitive information and maintaining confidentiality in all legal matters.

04/2022 – 05/2022 ABUJA, Nigeria

LEGAL EXTERN SODANGI A. DANSO &CO.

- Externship programme in satisfaction of the requirements for call to the Nigerian Bar.
- Participation in several successful mediation and conciliation proceeding.
- Assisting in the preparation of legal documents for litigation, including pleadings, motions, and discovery requests.
- Conducting research on case law, statutes, regulations, and legal precedents relevant to ongoing litigation.
- Providing summaries and analyses of legal findings to assist in formulating strategies.
- Assisting in trial preparation, including the compilation of trial notebooks, exhibit lists, and witness summaries.

03/2020 – 01/2021 ASABA, Nigeria

LEGAL ADMINISTRATIVE INTERN LONE PALM LIMITED

- Facilitated board meetings, prepared agendas, minutes, and liaised with board members on critical matters.
- Ensured the timely filing of statutory returns and managed communication with regulatory authorities under minimal supervision of the secretary officer.
- Conducted legal research and provided insights on emerging legislative changes impacting business operations.
- Contributed in corporate governance initiatives, ensuring compliance with legal and regulatory frameworks.
- Collaborated with external legal counsel for complex legal matters, managing files and monitoring performance.

04/2018 – 08/2018 ASABA, Nigeria

ADMINISTRATIVE ASSISTANT THE PALM WATERS LIMITED

- Overseeing general office operations, including supplies management, equipment maintenance, and facility upkeep.
- Managing correspondence on behalf of the company, ensuring timely responses.
- Coordinating appointments, meetings, and travel arrangements for company personnel.
- Managing calendars to ensure efficient use of time and resources.
- Assisting with basic financial tasks such as invoicing, tracking expenses, and processing payments.
- Resolving administrative issues and making decisions within the scope of responsibilities.

● **EDUCATION**

11/2021 – 09/2022 ABUJA, Nigeria

B.L THE NIGERIAN LAW SCHOOL

11/2015 – 05/2021 ANAMBRA , Nigeria

LL.B NNAMDI AZIKIWE UNIVERSITY

06/2015 DELTA, Nigeria

SSSCE SS PETER AND MARY JUNIORATE, BISHOP COURT

● **DIGITAL SKILLS**

Microsoft Office Suite: proficient user

● **ADDITIONAL INFORMATION**

COMMUNICATION AND INTERPERSONAL SKILLS

Negotiation and Persuasion. Crisis Communication. Cross-Cultural Competence. Conflict Resolution and Mediation. Executive Presence. Stakeholder Management. Emotional Intelligence. Influential Communication. Strategic Communication Planning. Adaptability in Communication Styles.

ORGANIZATIONAL SKILLS

Technical Proficiency. Problem-Solving and Critical Thinking. Time Management and Organization. Leadership and Management. Adaptability and Flexibility. Customer Service Skills. Attention to Detail. Regulatory Compliance. Industry Knowledge. Research and Analysis. Networking and Relationship Building. Ethical Conduct and Integrity. Language and Multilingual Proficiency. Sales and Marketing Skills.

VOLUNTEERING

ProBono Counsel in the NYSC Legal Aid Community Development Service

Student committee member to the inaugural alumni connect event organized by the Faculty of Law at Nnamdi Azikwe University, Awka

Student committee member responsible for managing logistics at the 2018 Nigerian Law Teachers Association National Annual Conference held at Nnamdi Azikiwe University, Akwa.

PROFESSIONAL AFFILIATIONS

Nigerian Bar Association

Institute of Chartered Conciliators and Mediators of Nigeria
