
Rhoda Aransiola

FCT, Abuja

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Dedicated and versatile Legal Officer with a proven track record of seamlessly balancing the demands of a legal role while providing exceptional executive support. Possessing strong legal acumen and exceptional administrative skills, I excel in optimizing organizational efficiency and enabling legal teams to operate at their highest capacity. Seeking an opportunity to contribute my expertise in a cross-functional organization.

Professional Experience

Gbadeyan & Co. FCT, Abuja

03/21 - present

Legal Associate

- Drafted and prepared various legal documents (contracts, sales & tenancy agreements) and other pertinent papers.
- Rendered Administrative/Secretarial assistance to support the day-to-day operations of companies.
- Interpreted laws, rulings and regulations for individuals and businesses.
- Drafted motions, petitions and waivers.

Sunbirds Nutrition Limited, Lagos State

12/22 - present

Company Secretary

- Screened calls and emails and responded accordingly to support executive correspondence.
- Drafted professional memos, letters, and marketing copy to support business objectives and growth.
- Provided clerical support to company employees by copying and filing documents.
- Handled confidential and sensitive information with discretion and tact.

Etop Nigeria Limited, Lagos State

02/21 - 02/22

Assistant Company Secretary

- Drafted professional memos, letters, and marketing copy to support business objectives and growth.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Responded to inquiries from callers seeking information.

Dele Olaniyan & Co. Kano State

06/19 - 03/20

Legal Associate

- Conduct legal research to stay updated on industry-specific regulations and advise the executive team on compliance requirements.
- Collaborate with cross-functional teams to resolve legal issues and provide training on legal matters to staff members.
- Oversee and optimize administrative processes, including budget management, procurement, and office operations, resulting in cost savings and increased efficiency.

Education

Nigerian Law School, Lagos Campus
BL Law - Second Class Honors (Upper Division)

04/18 - 09/19

University of Ilorin, Kwara State
LLB Law - Second Class Honors (Upper Division)

10/14 - 11/18

Achievements

- Supervised a team of 5 staff members.
- Collaborated with a team of 2 in the development of digital filing systems.
- Increased profits by 5% without reducing customer satisfaction rates.
- Handled and resolved the largest Number of reporting discrepancies in 2022.

Professional Certification

- Internship Experience UK Commercial Law | Bright Network 2021.
- Human Resources & strategic Management | Institute of Human Resources and Strategic Management 2020.
- Diploma in Desktop Publishing | Moshlat Computer College 2021.
- Strengthening Public Sector Service | YALI Network 2018.

Volunteer/Leadership Experience

- Assistant Secretary, Legal Aid Community Development Service Group Kano State, Nigeria 2020.

Professional Membership

- Nigeria Bar Association

Key Skills

- Contract negotiation and drafting
- Legal research and analysis
- Multi-line phone proficiency
- Google apps
- Intellectual property
- Administrative management
- Filing and data archiving
- Communication and interpersonal skills
- Problem-solving and decision-making

Interests

- Networking, Researching, Traveling, Reading

References

Available on request