**Curriculum Vitae of**

[**RUFAI.307639@2freemail.com**](mailto:RUFAI.307639@2freemail.com)

**CAREER OBJECTIVE:**

To work and play an active role in a challenging and dynamic working environment that promotes professional advancement and encourages personal growth. To contribute solely towards the goals and development of the organization, having the opportunity to share my knowledge and skills towards making a positive difference in the legal profession and improving my skill into an excellent standard.

**PERSONAL DETAILS:**

**Name:** Rufai

**Date of Birth:** 21st March, 1987

**State of Origin:** kwara

**Nationality:** Nigerian

**Gender:**  Female

**Marital Status:** Single

**EDUCATIONAL BACKGROUND:**

* **2015-2016 -** National youth service corps.
* **2015-2016** - Nigerian Law School (Yola).
* **2008- 2014** - University of Abuja
* **2004-2007** - Lafiaji High School, Lagos State.
* **1992-1998 -** Aunty Ayo Girls Modern Academy, Lagos State.

**QUALIFICATION’S’ OBTAINED WITH DATE:**

* **2015-2016** - NYSC Discharge Certificate.
* **2015-2016** - Nigerian Law School Qualifying Certificate (B.L).
* **2015**-**2016 -** Call to Bar Certificate.
* **2008-2014** - Bachelor of Laws.(L.L.B)
* **2004-2007** - Senior Secondary School Certificate(WAEC)
* **1992-1998** - First School Leaving Certificate

**ADDITIONAL CERTIFICATES:**

* Certified Project Management Professional Certificate
* Computer Aided Design Certificate.(CAAD).
* Certificate of Participation for Moot and Mock Trial.(NLS Yola)

**PROFESSIONAL MEMBERSHIP**

Nigerian Bar Association. (2016)

**PROFESSIONAL/Working Experience.**

* **Dec 2015-Sept 2016-** Federal Ministry of Justice.

Shehu Shagari Way,Maitama,

Abuja.

Nigeria.

**Department**: International and comparative law department.

**Position:** State Counsel

**Responsibilities**: Legal Counsel and Representative to the Federal Government of Nigeria on International Matters

and Vetting of International Agreements and Instruments.

* **May-June 2015- D.D.DODO Chambers.**

No 12, Atbara Street,

Wuse II.

Abuja.

Nigeria.

**Position**: Intern.

**Responsibilities**: Legal Drafting and Research

Record of Legal Proceeding.

Law Report Presentations.

* **March – May,2015** **Federal High Court,**

Maitama

Fct, Abuja

**Position:** Intern.

**Responsibilities**: Legal Drafting and Research.

Record of Court Proceedings.

* **2004-2006** **Base Line Guest House**

No 18, Dama Dami Road, Opposite old

Kwara Stadium, off Adewole Estate, off Adeta,

Ilorin, Kwara State.

**Position:** Company Secretary.

**Responsibilities**: Receiving calls and attending to visitors.

Supervising the junior officers in the company.

Organizing meeting for the Department.

Keeping the itinerary of the boss.

**OTHERS:**

* **Computer Skills:** Proficient in Computer usage-Microsoft office using Microsoft word, Excel, power point, Corel draw etc. and the use of internet.
* **Personal Attributes:** Efficient in oral and written communication skills,

Analytical ability, innovative and creative mind,

Critical reasoning, ability to work with others,

Attention to details, honesty, integrity, hardworking and Perseverance.

**Interest:**

Law, literature, politics, music, movies travelling, and meeting people.