

# LEGAL & COMPLIANCE ASSOCIATE

## ABOUT ME

I am a self-motivated, reliable and hardworking person. I provide top quality service in a reputable challenging and merit driven work environment.

## CAREER PROFILE

Dynamic Legal and Compliance Associate with a solid background in navigating complex regulatory landscapes and ensuring adherence to legal standards. Proficient in conducting thorough research, drafting legal documents, and implementing compliance frameworks. Skilled at analyzing intricate policies and collaborating cross-functionally to mitigate risks. Proven ability to provide comprehensive legal counsel while upholding ethical standards. Seeking to contribute expertise in a progressive environment that values innovation and integrity

# LINDA AKE

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## Portfolio:

[View Porfolio](#)

## CERTIFICATIONS

- Introduction to Regulatory Compliance
- AML Essentials: Anti-Money Laundering, KYC, and Compliance
- Cyber Security
- Project Management
- Privacy and Data Protection.
- DCP (Designated Compliance Professional) In view
- Legal Project Management Essentials

## TRAINING

- Compliance Institute of Nigeria
- Udemy
- Remote Academy
- Appliserve

## MEMBERSHIPS

- Lord Denning Chambers
- University of Nigeria Law Student Association (LAWSA)
- University of Nigeria Students Bar Association (UNSBAR)

## Experience

### Law School Attachment - Federal Ministry of Justice of The Federation, Abuja

2016 – 2017

- Researched, gathered evidence for settlement options and trial proceedings of 8-15 cases daily.
- Legal Advisor to high clientele via phone, mail and facial contacts.
- Provided litigation support and handled trial preparations.
- Kept records of legal documentation for easy access.
- Gathered and compiled facts and relevant case information

### NYSC - Federal Inland Revenue Service - Human Capital Management

2018 – 2019

- Kept abreast of current administrative duties.
- Wrote and submitted accurate office equipment and appliances.
- Submitted pricing and accurate requests to reflect company's requirements.
- Updated staff and company database.
- Performing other duties assigned by management.

# Experience

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2020 – 2023

## **Legal and Compliance Officer - Callphone Limited**

- Implementing and managing an effective legal compliance program.
- Developing and reviewing company policies quarterly.
- Reporting staff compliance with laws and regulations monthly.
- Ensure employees get enlightened on the latest regulations and processes.
- Draw up detailed agreement on audit discoveries.
- Draw up disciplinary measures to be taken against compliance violations.
- Resolve employees enquiries about legal compliances.
- Prepare staff code of conduct and agreement on conditions of employment.
- Make sure the company is in compliance with customer's data security and security certification required of a Fintech brand

April 2023 - November 2023

## **Compliance and KYC Associate - Fairmoney**

- Conduct proper customer due diligence, enhanced customer due diligence.
- Record keeping.
- Reporting suspicious activity.
- Ongoing monitoring on customer's account.
- Regulatory compliance.
- Policy development.
- Training and education.
- Monitoring and reporting.
- Daily review of new onboarded customers for KYC compliance.
- Ensure newly onboarded are in compliance with the KYC

## **Data Analyst**

- Collect, clean, and analyze financial data.
- Provide insights for strategic decision-making.
- Develop dashboards and reports for stakeholders.
- Identify and prevent potential risks and fraud.
- Segment customers and personalize offerings.
- Support product development and optimization.
- Ensure compliance with regulatory requirements.
- Conduct A/B tests and experiments for improvement.
- Build predictive models for future trends.
- Maintain data governance and security measures.

## **Transaction Monitoring**

- Monitor and analyze customer transactions for potential suspicious activities.
- Identify and investigate red flags or unusual patterns in transaction data.
- Ensure compliance with AML and CFT regulations and company policies.
- Escalate and report suspicious activities to relevant authorities or compliance teams.

### **Legal and Compliance Associate - Klasha**

- Regulatory Compliance: Ensure strict adherence to relevant laws and regulations across all departments, mitigating potential risks and ensuring full compliance.
- Policy Development and Implementation: Lead the development and implementation of compliance policies, ensuring alignment with changing legal landscape.
- Territory Expansion Compliance: Strategize and ensure compliance efforts for new territory expansions, conducting thorough assessments to ensure conformity with local regulations and laws.
- Partnership Compliance: Oversee compliance aspects in strategic partnerships and alliances, ensuring they support Klasha's growth with legal parameters.
- Legal Reporting and Documentation: Collaborate with various teams to develop and maintain robust reporting processes that align with legal and regulatory requirements.
- Training and Awareness Programs: Conduct training programs to ensure the organization is well-informed and aligned with legal and compliance standards.
- Legal Advisory Support: Offer legal guidance and support in contract reviews, negotiations, and other legal matters essential to the business.
- Risk Assessment and Mitigation: Identify potential areas of risk and strategize effective mitigation measures.

### **Education**

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- Nigerian Law School BL
- University of Nigeria Nsukka