

## Contact

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## Top Skills

Research  
Microsoft Excel  
Microsoft Office

# Funmilola Adetoye

Legal Adviser Administrator Financial Coach PAR, Chrisland  
University Youth Teacher  
Nigeria

## Summary

I have worked within the public and private organizations for two decades and have engaged in legal and human resources matters with comprehensive knowledge of the practices, procedures and processes involved in the departments.

I have excellent self-management skills and have demonstrated a high level of integrity with regards to internal control of rules, regulations and transparency.

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## Experience

### Funmi Adetoye Consult

Financial Fitness Strategist

April 2016 - August 2024 (8 years 5 months)

Helping professionals achieve financial peace through proven steps

### NIhort, Ibadan

Legal Adviser/Administrator

2006 - June 2021 (15 years)

Ibadan, Oyo, Nigeria

My Responsibilities included:

#### LEGAL:

- ◆ Preparing and drafting of contract agreements.
- ◆ Reading and making necessary corrections on legal documents coming in to the Institute.
- ◆ Advising the Executive Director on legal matters.
- ◆ Reviewing and drafting of Agreements.
- ◆ Making submissions & writing letters on legal matters.
- ◆ Attending meetings and writing letters on behalf of the unit.
- ◆ Handling other legal matters.

#### PENSIONS

- Performing specialized functions in the fields of Pension management

- Updating and submission of Staff's nominal roll at PENCOM.
- Supervising the work of a number of subordinate officers.
- Analyzing & applying data.
- Making submissions & writing letters on Pension matters.
- Attending meetings and writing letters on behalf of the unit.
- Assisting in making reports.
- Coordinating verification exercises for pensioners
- Handling staff pension
- Other human resources matters.

Chrisland University  
Principal Assistant Registrar  
July 2019 - June 2020 (1 year)  
Abeokuta, Ogun, Nigeria

## NIHORT

Senior Human Research Officer  
October 2009 - October 2012 (3 years 1 month)

I HANDLED MORE OF PERSONNEL WORK SUCH AS

- Handling staff promotion
- Handling staff's discipline
- Coordinating interview for new recruits
- Making submissions & writing letters on Personnel matters

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## Education

University of Ibadan  
Master's degree, Human Resources Management/Personnel Administration,  
General · (2007 - 2010)

Ogun state university, ago-iwoye  
Bachelor of Laws (LLB), Law · (1997 - 2002)

University of Ibadan  
Master's degree, Law · (2013 - 2015)

Nigeria Law School  
B.L, Law · (2002 - 2003)