

TUNDE BEAUTY TIMOH

Lagos, Nigeria

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PROFILE SUMMARY

LL.B graduate with practical experience supporting litigation and advisory functions within a State Ministry of Justice. Proven ability to conduct detailed legal research, draft court-ready documents, and manage case workflows in fast-paced public-sector legal environments. Experienced in handling civil and criminal matters, preparing briefs, and supporting counsel through all stages of proceedings. Brings strong attention to procedural compliance, document accuracy, and case preparation under tight timelines

KEY SKILLS & COMPETENCIES

- Litigation Support • Legal Research • Drafting (Affidavits, Motions, Briefs)
- Case File Administration • Court Filing Procedures • Legal Opinion Writing
- Statutory & Case Law Analysis • Dispute Resolution Support • Compliance Review
- Client Interview Support • Legal Documentation Control

WORK EXPERIENCE

- Ministry of Justice, Kwale – Delta State** 2025 - 2026
Legal Assistant (NYSC)
 - Researched and analyzed statutory provisions and case law across 40+ active matters, directly supporting litigation strategy in civil and criminal proceedings.
 - Prepared and reviewed legal documents including affidavits, motions, written addresses, and legal opinions used in court filings.
 - Streamlined case file organization for over 100 matters, cutting document retrieval delays and improving counsel preparation time.
 - Coordinated filing of court processes, ensuring 100% compliance with procedural requirements and filing deadlines.
 - Drafted case summaries, legal briefs, and evidence notes used by senior counsel during court appearances.
 - Conducted preliminary reviews of contracts and legal documents, identifying inconsistencies and compliance gaps.
 - Maintained strict confidentiality of sensitive legal information while handling high-volume documentation.
 - Liaised with court registries and internal legal teams to track case progress and hearing schedules.

EDUCATION

- Ambrose Alli University, Ekpoma** 2018 – 2024
LL.B (Bachelor of Laws)
- Babs Fafunwa Millennium Senior Secondary School, Lagos** 2011 – 2016
West Africa Examination Council - WAEC

LEGAL PROJECT EXPERIENCE

- Academic Legal Research Project – Ambrose Alli University**
 - Conducted in-depth research on Nigerian legal frameworks, analyzing statutory interpretation and judicial precedents.
 - Produced a structured legal research paper demonstrating strong argument development, citation accuracy, and legal reasoning.

TECHNICAL TOOLS

- Microsoft Word • Legal Documentation Systems • Microsoft Excel • Case File Tracking Tools

ACHIEVEMENTS & AWARDS

- Sustainable Development Goals (SDGs) Welfare Award – 2026