

DAMILOLA OJO

REGULATORY COMPLIANCE | GOVERNANCE | RISK | LEGAL & COMPLIANCE

London, United Kingdom | 07787615052 | odamilola16@gmail.com

PROFESSIONAL SUMMARY

Compliance and governance professional with over 3 year's experience across regulatory compliance, AML, KYC/CDD/EDD, investigations and trade risk. Currently applying legal training through pro bono advisory work at BPP University Legal Advice Clinic, following completion of the Master of Laws and Legal Practice (Law Conversion). Seeking opportunities across Compliance, Governance, Risk, Regulatory and Legal & Compliance functions.

KEY SKILLS

-
- | | |
|--|-------------------------------------|
| • Regulatory Compliance | • Risk Assessment & Controls |
| • FCA Regulatory Compliance | • Risk & Assurance |
| • Anti-Money Laundering (AML) | • Compliance Investigations |
| • Know Your Customer (KYC) | • Fraud & Irregularity Review |
| • Financial Crime Compliance | • Policy Review & Development |
| • Compliance Monitoring | • Contract & MoU Review |
| • Customer Due Diligence (CDD) | • Legal Research & Drafting |
| • Counterparty Due Diligence | • Governance & Regulatory Reporting |
| • Enhanced Due Diligence (EDD) | • Stakeholder Management |
| • Regulatory Change & Horizon Scanning | • Data Protection & Confidentiality |
| • Corporate Governance | • Process Improvement |

PROFESSIONAL EXPERIENCE

Regulatory Compliance & Governance Officer

Oct 2022 - Mar 2026

National Cashew Association of Nigeria (NCAN)

- Monitored and interpreted export, trade and foreign-exchange repatriation requirements, advising management and industry stakeholders on regulatory obligations, compliance risks and practical implications.
- Conducted KYC, CDD and enhanced due diligence (EDD) on exporters, counterparties and entities by reviewing corporate, ownership, transaction and supporting documentation, applying additional scrutiny where risk indicators arose.
- Investigated financial disputes, suspected fraud, documentary irregularities and complaints by analysing banking records, Bills of Lading, shipment records, contracts and export documentation and escalating material AML, financial-crime or compliance concerns.
- Investigated a financial dispute reported to the Economic and Financial Crimes Commission (EFCC), analysing contractual obligations, transaction evidence and financial documentation and preparing structured findings for senior review.
- Reviewed policy papers, regulatory proposals, contracts, Memoranda of Understanding and governance documents, identifying legal, commercial, compliance and control implications before decisions were taken.
- Prepared regulatory reports, governance briefings, investigation summaries and recommendations for senior decision-makers, clearly distinguishing confirmed facts, evidence gaps, risk implications and required actions.
- Developed and reviewed policy proposals affecting the cashew sector, including restrictions concerning direct farm-gate purchasing by foreign buyers, integrating regulatory requirements, commercial evidence and stakeholder concerns into recommendations for government engagement.
- Engaged with government ministries, the Nigerian Export Promotion Council, research institutions, banks, exporters and industry stakeholders on regulatory, policy, governance, due-diligence and dispute matters.
- Conducted compliance monitoring using the Nigeria Trade Monitoring System (NTMS), transaction records and supporting documentation, cross-checking export information, identifying discrepancies and maintaining auditable evidence trails.

Trade Compliance & Governance Officer

Jun 2020 - Aug 2022

Seacos Nigeria Ltd

- Reviewed and reconciled Bills of Lading, commercial invoices, shipment records, export documentation and banking records to assess completeness, accuracy, transaction risk and regulatory compliance.
- Conducted KYC/CDD reviews on exporters, customers and commercial counterparties, examining corporate, ownership and transaction documentation and escalating higher-risk or incomplete matters for enhanced due diligence.
- Monitored export transactions, shipment progress, contractual obligations and foreign-exchange repatriation requirements, following up missing information and escalating material compliance, financial or documentation risks.
- Reviewed commercial agreements before execution and monitored obligations afterwards, identifying documentation requirements, operational responsibilities, control weaknesses and regulatory exposure.
- Managed Excel-based transaction trackers, compliance registers and document records, providing management with clear oversight of outstanding evidence, queries, risks and required actions.

- Analysed recurring documentation and workflow issues and recommended improvements to verification, escalation and record-keeping controls, strengthening consistency and auditability.
- Prepared board resolutions, governance records and formal correspondence to banks, ensuring decisions, transaction instructions and supporting evidence were accurately documented.

Adviser - Legal Advice Clinic (Pro Bono)

Feb 2026 - Present

BPP University Legal Advice Clinic, Family Law Division

- Conduct client interviews to establish material facts, identify legal and evidential issues, assess risk and clarify client objectives before developing options for solicitor review.
- Research legislation, case law and procedural guidance using Westlaw and Lexis+, translating complex legal requirements into clear, practical client advice.
- Draft advice letters, attendance notes and case summaries setting out evidence, legal position, risks, uncertainties and practical next steps for supervisor review.
- Maintain confidential case records in Clio, track deadlines and outstanding actions, and escalate legal, procedural, confidentiality or safeguarding issues appropriately.
- Attend court as a McKenzie Friend where appropriate and prepare accurate hearing notes recording submissions, judicial directions, decisions and follow-up actions.

EDUCATION

Master of Laws and Legal Practice (Law Conversion)

2025 - 2026

BPP University, United Kingdom

BSc (Hons) Anatomy

2017 – 2022

Babcock University

SYSTEMS

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- NTMS
- Westlaw
- Lexis+
- Clio
- Microsoft Project

PROFESSIONAL DEVELOPMENT

- IBM Python for Data Science
- CompTIA Project+
- Artificial Intelligence Foundations