

CURRICULUM VITAE

RAPHAEL P. SHIRIMA

CONTACT: 0753426163

Email: raphaelshirima008@gmail.com.

PERSONAL SUMMERY

Personally I am highly qualified on matters of legal and practice, which includes the capability of doing any kind of job as far as it is not contradict with the law of the land.

CARRIER OBJECTIVES

- I am a person of good character and hardworking one.
- I am looking for job opportunities for personal and community benefit.
- It is my duty to make sure that I delivery what I have and further to develop my carrier through hard working and self-motivation.
- I will be ready to explorer and acquiring of new knowledge and experience on my careers.
- I will be committed, creative, efficiency, and excellent in performing my responsibilities so as to adhere with the vision and mission of my employer.
- Working as team work is my first priority; this is helpful in making easier for any job to be done.
- I can work in any kind of environment and under pressure.

ACADEMIC BACKGROUND

2015-2019	The University of Dodoma (UDOM)	Certificate of Bachelor of Law (LLB)
2013-2015	Karatu Secondary School	Advanced Certificate of Secondary Education Examination (ACSEE).
2009-2012	Ungwasi Secondary School	Ordinary Certificate of Secondary Education Examination (CSEE).
2002-2008	Ndua Primary School	Certificate of Primary Education Examination.

KNOWLEDGE AND EXPERIENCE ON LEGAL MATTERS

- (a) **2018 September-2020 April** I worked as a Legal officer at GECKS ATTONEY'S, located at Kumbukumbu street, Kinondoni, Dar es Salaam. P.O.Box 80870, Dar es Salaam.

The responsibility was.

- To prepare Legal contracts.

- To prepare Legal Correspondences.
- To prepare transfer deeds on matters of disposition of Land.
- To prepare deed polls for change of names and signature.
- Conducting Legal research on matters of Law.
- Participate on court sessions to assist my senior with the duty to defend our clients.
-

(b) 2022 April- May;

I worked as a trainee in the Ministry of Land, Housing and Human Settlement in the office of the Registrar of Title, The office is Located at Kivukon, Dar es Salaam.

The responsibilities were.

- To file records for Certificate of Title into the Ministry system so as to make it easier for anyone to access information by doing official search.
- To prepare transfer deeds for the transfer of Land.
- To verify information in the Certificate of Title.
- To stamp Certificate of Title so as they can be verified by the Registrar of Title.

INTERVIEWS.

2020- February

I did an Interview at LETSHEGO Bank for the position of Legal Officer unfortunately I did not succeed.

PROFILE SKILLS

- Good communication skills and interpersonal skills
- Problem solving skills, working under pressure and working as team is my priority.
- Speaking and writing both in English and Kiswahili Language.
- Good knowledge of Microsoft (Word, Excel, Publisher, Power point) and Internet skills.
- Knowledge on legal matters such as contract, tax, insurance etc.
- Good relationship management skills.
- Good negotiation and influencing skills.
- Legal recovery strategies skills.
- Strong planning, coordination and time management skills.
- Knowledge of Human rights laws, International laws and International Humanitarian Laws.
- Knowledge on Labour laws and the responsibility of employer and employees to the employment contract.