



# HELILE SHARON TANDAU

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Birth: 1996  
Female



from my work experiences in various courts of law.  
I enjoy being part of a successful and productive team, as well as developing creative solutions to problems. I have the potential to enhance the achievement of your organization goals alongside with developing my career.

## EXPERIENCE

**Legal intern** Business Registration and Licensing Agency (Brela)  
September - November 2023

Under the Supervision of Mr. Meinrald Rweyemamu

- Registration of new companies in the system of Online registration
- Registration of Business name
- Legal opinion of companies that want to wound up, striking off, ceases.
- Legal opinion on companies that have been fined for failure to file annual return.
- Discharge of a charge of a company
- Beneficial Ownership training
- Answering calls from the customers for help

**Legal intern** District Court of Ilala at Kinyerezi  
July – September 2023

Under the supervision of Hon Baro

- Attending court session in the open court
- Writing Judgements
- Writing Ruling of ongoing cases
- Hearing of cases in open court

## EDUCATION

**Legal Intern** | Tanzania Football Federation. (TFF)  
April – May 2021

Under the supervision of TFF Legal officer.

- Initiated case document filing for football players. 25+ cases
- Preparing cases for the football clubs 10+ cases
- Organizing sports law.
- Review football players contracts to check if protocols were met.
  - Liaison with other departments to ensure smooth operations and timely execution of duties assigned.

**Legal Field work** | Legal Clinic Advocates.  
August – October 2020

Under the supervision Advocate Balomi

- Preparing reports and court forms
- Assist proper procedures of civil actions.
- Filing of summons
- Filing affidavits
- Attendance in Kisumu High court, Temeke District Court, Main Registry, Commercial Court.

**Legal Field work** | Primary Court, Buguruni.  
April – May 2019

Under the supervision of officer in charge at Buguruni Primary Court, I come across different legal disputes and got a practical experience of how law practice in motion.

- Preparing reports and court forms
- Assist proper procedures for civil actions.
- Filing of summons
- Filing affidavits
- Preparing fresh cases. 15+ cases



## EDUCATION

JAN 2023 –  
**Law School of Tanzania-**

2019 - 2022

**Bachelor of Laws** | Tumaini University College Dar es salaam.

Examination of Autonomy of Sports Organizations on Olympic Committee in Tanzania; Law & Practice.

Earned my Bachelor's Degree

2017-2019

**Diploma In Laws** | Tumaini University College Dar es salaam.

Achieve my Diploma Certificate

2016-2017

**Certificate In Laws on** | Azania Management College

Achieved my certificate of law.

2010-2015

**Certificate of Secondary Education (CSEE)** | Wazo Hill Secondary School

Achieve my ordinary o-level.

## ACHIEVEMENTS:

I have been a member of the **Tumaini Law Society** at Tumaini University

## HOBBIES & ACTIVITIES:

- Assisting with records keeping at the family business
- Reading various Legal and Financial publications
- Researching new ideas
- Writing and reading poems

## REFERENCES:

1. **Mr. Raphael Matola**: Protocol Officer,

Tanzania Football Federation. Phone:

0717 601 901. Email:

[raphaelmatola81@gmail.com](mailto:raphaelmatola81@gmail.com)

2. **Jacob Mkuye**: legal officer, Business

Registration and Licensing Agency

Phone 0712057968. Email:

[Jacob.mkuye@brela.go.tz](mailto:Jacob.mkuye@brela.go.tz)

3. **Maureen Kitinusa**: Legal officer, Business

Registration and Licensing Agency. Phone number:

0758 144 671, Email: [Maureen.kitinusa@brela.go.tz](mailto:Maureen.kitinusa@brela.go.tz)

4. **Adv. Dr. Advocate Rehema Kaunda**:

councilor at the National institution of

transport . Phone: 0715 328 516. Email:

[rehemakaunda91@gmail.com](mailto:rehemakaunda91@gmail.com)

## DECLARATION

I, Helile Sharon Tandau, hereby declare that this information is genuine and correct as it describes me, my qualifications, and my experience.