
CURRICULUM VITAE

GLORIA HUMPHREY KITUNDU

A: PERSONAL DETAILS

Surname : Kitundu
First name : Gloria
Middle name : Humphrey
Sex : Female
Date of Birth : January 04, 1999
Place of Birth : Singida
Marital status : Single
Nationality : Tanzanian
Present Address : DAR ES SALAAM
Contact Details : Email; gloriakitundu8@gmail.com
Mobile Number : 0694 554 836/0742 217 901

B: EDUCATION

INSTITUTE	AWARD	DURATION
University of Dar es Salaam	Bachelor of laws	2019-2023
Nyalanja Secondary School	Advanced Certificate of Secondary School Education	2017-2019
Lulumba Secondary School	Certificate of Secondary School Education	2013-2016
Kiomboi-bomani Primary School	Certificate of Primary School Education	2006-2012

C: WORKING EXPERIENCE

From August, 2021 to September 2024 (**Legal Intern & Secretary**)

Loruba Advocates,
Azimia House, 3rd Floor
P.O. Box 78875
Dar es Salaam, Tanzania

KEY RESPONSIBILITIES.

- To receive and register all office visitors.
- Drafting necessary legal documents as so required by senior and serve the same to the necessary parties or file before the Court.
- To prepare agendas and making arrangements for various office meetings.
- To keep records of the meetings.
- Attending clients and advise them on the position of the law basing on their needs.
- Assisting in making intensive legal research as to ongoing cases, preparing talking notes necessary for the case at hand while researching on law and case laws.
- Attending court sessions so as to get in touch with Court proceedings, and assist in dealing with legal routine correspondences.
- Writing legal opinion as to the new cases and appeals.
- Maintain case records (register) in a systematic manner for easy reference and auditing
- To review all documents, contracts, and changes to the legal landscape and examine how these changes affect ongoing cases into our firm.
- Undertaking legal research.
- Ensuring customer care services as to ensure efficiency and diligence of public services.
- To compile evidence relevant for Court cases involving clients.

SEMINAR AND TRAININGS ATTENDED.

- “ADR under the Treaty Establishing the East African Community: Challenges and Opportunities”, held by East Africa Law Society through zoom on 23rd May 2023.

- “Growth Mindset- A powerful enabling tool towards youth competitiveness”, seminar conducted by Avis Legal via zoom on 7th July 2021.

HONOUR AND AWARDS

- Certificate of appreciation and recognition in Kiswahili subject from Nyalanja Secondary School.
- Certificate of appreciation and recognition in History subject from Nyalanja Secondary School.
- Certificate of appreciation and recognition in Academic (2017-2019) from Nyalanja Secondary School.
- Certificate of Anti- Corruption Club Participation at Nyalanja Secondary School.

C: PERSONAL ATTRIBUTES, SKILLS, AND HOBBIES Language Skills

- English Fluent in speaking, reading, listening and writing
- Kiswahili Fluent in speaking, reading, listening and writing

Computer Skills

Basic computer applications such as MS - Word, MS – Excel.

Personal Attributes

- Ability to work with minimum supervision.
- Ready to be corrected and act upon advice.
- Mental attentiveness, logical and problem solving.
- Ability to deliver within deadlines.

Hobbies

- Sports and games especially football.
- Socializing.
- Reading Books (Academic and Non-academic).

D: REFERENCES

1. Catherine Mkama
Victory Attorneys & Consultants
P.O Box 72015
Dar es Salaam, Tanzania,
Contact;- +255659452970
catherine@victoryattorneys.co.tz
2. Michael William Mushi,
Senior Advocate & Managing Partner,
Loruba Advocates,
Azimia House, 3rd Floor
P.O. Box 78875,
Dar es Salaam, Tanzania.
Contact; +255622861 092
Email; tajirimichael@gmail.com
3. Eben Silayo (Advocate)
Partner at Loruba Advocates,
Azimia House, 3rd Floor
P.O. Box 78875,
Dar es Salaam, Tanzania.
Contact; +255715392272
Email: ebensilayo@yahoo.com

E: DECLARATION

I, GLORIA HUMPHREY KITUNDU, do hereby declare that the information provided above is true and correct to the best of my knowledge.

**GLORIA HUMPHREY
KITUNDU**