

Applicant CV

Identification	Applicant's Names		Date of Birth	Nationality/Country
	JULIETH ANDERSON		25/02/1998	TANZANIAN
	MINJA			
EDUCATION	Degree	Institution		Dates attended
	BA in Law (LL. B)	Mzumbe University Mbeya Campus College		2019-2022
	Diploma in Law	Mzumbe University Mbeya Campus College		2017-2019
	CSE	Mbalizi Secondary School, Mbeya, Tanzania		2011-2014
	Position	Institution		Employment period
EMPLOYMENT HISTORY	Legal Officer and Receptionist	GEKC ATTORNEYS		Jan 2024 – July 2025
	Intern	RESIDENT MAGISTRATE COURT OF KIVUKONI LOCATED AT KINONDONI.		Oct – Nov 2023.
	Intern	GEKC ATTORNEYS		July -Sept 2023

COMPUTER SKILLS	MS Word MS Power Point MS Excel Internet Browsing
ROLES AND RESPONSIBILITIES (LEGAL OFFICER)	1. Providing legal advice and guidance to the organization, its employees, and management on a wide range of legal issues. This may involve interpreting laws, regulations, and policies relevant to the organization's operations 2. Drafting, reviewing, and negotiating contracts, agreements, and legal documents such as leases, licenses, vendor contracts, and employment agreements. Ensuring that these documents comply with applicable laws and regulations and protect the organization's interests. 3. Monitoring and ensuring compliance with relevant laws, regulations, and internal policies. Developing and implementing compliance programs and procedures to mitigate legal risks and maintain regulatory compliance. 4. Managing litigation and legal disputes involving the organization. This may include working with external legal counsel, preparing legal documents, attending court hearings, and representing the organization in legal proceedings. 5. To attend all court sessions, both criminal and civil as well as juvenile Cases

REFEREES* NAMES AND E-MAIL CONTACTS	Edwin S. Nkalani, Advocate, Managing Partner, GEKC ATTORNEYS P.O Box 80870, Dar es Salaam Mobile: +255(0)713540179 Email: edwin.nkalani@gekccattorneys.co.tz Faraja Kajuni, Advocate, Spear and Shield Attorneys P.O. Box 70969, Dar es Salaam Mobile: +255(0)759675997 Email: Kajunifl@gmail.com Nuhu Hassan Toufiq Suleiman, Assistant Lecturer, Mzumbe University Mbeya Campus College, P.O. Box 6559, Mbeya Mobile: +255(0)716263142 E-mail: nsuileiman@mzumbe.ac.tz
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I hereby confirm that the information provided in this curriculum vitae is accurate and true to the best of my knowledge. I understand that any false statement may disqualify me from consideration for employment.

I am fully responsible for the content of this CV, including but not limited to educational qualifications, work experiences, and other credentials. I am aware that the information provided will be used for the purpose of assessing my suitability for employment.

Julieth Minja.
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