

GIDEON BERNARD FOYA

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PERSONAL PROFILE DETAILS

Enthusiastic, detail Oriented and hardworking candidate, skilled in report writing risk assessment and effective communication. Proven expertise in performing record keeping, registering cases online, preparing of legal documents, recommendations to cases. I 'am committed to continuously professional development and maintaining up to date knowledge.

EDUCATIONAL BACKGROUND

The University of Dodoma
2020-2024
Bachelor of Laws (LL. B)

Agape Lutheran Junior Seminary
2018-2020
Advance certificate of secondary Examination
(ACSEE)

Natiro Secondary
2014-2017
Certificate of Secondary
Education Examination
(CSEE)

Foyeni Primary School
2006-2013
Primary Education Level

RELEVANT WORK EXPERIENCE

Legal Internship at Zion Attorneys in Mtwara Region

Mtwara 2024 to 2025

Position: Legal Officer

DUTIES:

- Drafting of Legal Documents
- Assist the clients to take oath.
- Assist client towards his/her rights.
- Engage on Team works schemes.

Volunteer At Tanzania Red Cross Society

Dodoma 2020 to 2024

Position: Volunteer

DUTIES:

- Engage on Team works schemes
- Doing humanitarian works

Loan Officer & Legal Officer

Temeria Microfinance Company

DUTIES:

- Assessing loan applications and evaluating client repayment capacity.
- Monitoring loan repayments and ensuring timely recovery.
- Preparing and maintaining accurate loan records and reports.
- Drafting, reviewing, and ensuring compliance of loan agreements and contracts.
- Handling loan recovery cases, including legal action against defaulters

KEY COMPETENCES

- Team work, sharing insights and collaborating with different departments
- proficiency in preparing clear, concise and comprehensive reports
- Dispute Resolution skills
- Communication skills & Computer skills
- Attentive punctuality

HOBBIES AND INTEREST

- Exploration and research
- Reading novels
- Club and foundation membership

REFEREES

DR. NAUFAL KITONKA

LECTURER, UNIVERSITY OF DODOMA

P.O.BOX 259, Dodoma

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STEPHEN L. LEKEY

ADVOCATE, NOTARY PUBLIC & COMMISSIONER FOR OATHS

ZION ATTORNEYS

Mobile; 0714094802

P.O.BOX 155, Mtwara Email. stephenleeky@gmail.com

SIMION NGOWI

TEMERIA MICROFINANCE COMPANY

FINANCIAL SUPERVISOR

Mobile; 0616821720 Email. Reganall47fred@gmail.com

DECLARATION

I hereby declare to the best of my knowledge and belief that the information above correctly described me, my qualifications and skills

Full names **Gideon Bernard Foya**

Signature... 