

CURRICULUM VITAE (CV)

CONTACT

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Dar es salaam, TANZANIA

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PERSONAL DETAILS

Surname: KAILEMBO

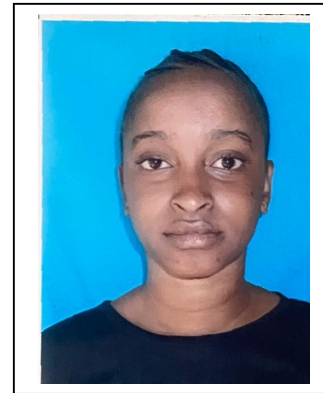
First name: CATHERINE

Nationality: TANZANIAN

Religion: CHRISTIAN

Sex: FEMALE

Marital status: NOT MARRIED



BIODATA

I am a self-starter, flexible, collaborative, who works in a thorough and committed manner, quickly adapts to new systems and procedures, eager to learn new things and striving for continued excellence with strong interest in legal affairs (Law) to achieve the targeted goals. The experience I have acquired from different field of work has made me more competent in what I am applying for. I would like to develop my professional in your office, which is my passion at the same time.

EDUCATION QUALIFICATION /BACKGROUND

- ❖ **Bachelor Degree of Laws at Tumauni University Dar es Salaam College**
 - Awarded a Bachelor Degree Certificate of Laws in 2019-2022
- ❖ **Diploma of Law at Tumauni University Dar es Salaam College**
 - Awarded a Diploma Certificate of Law in 2017-2019
- ❖ **Certificate of Law at Tumauni University Dar es Salaam College**
 - . - Awarded a Certificate of Law in 2016-2017
- ❖ **Ordinary level Secondary Education at zawadi Secondary school**
 - Major in Arts Subjects in 2012-2015
- ❖ **Primary level of education at st. augustine Primary school**
 - 2005-2011

PROFESSIONAL EXPERIENCE

Field work / Training/ Volunteerism

❖ KAWA DISTRICT COURT from JAN-MAY 2017 (As a Court Clerk-Intern)

Duties & Responsibilities

- Filing legal documents
- Recording proceedings of the District Court
- Issuing legal warrants like summons, orders etc.
- Keeping summaries of court actions.

❖ SINZA PRIMARY COURT from JANUARY 2017 – FEBRUARY 2019 (As Court Clerk-Intern)

Duties & Responsibilities;

- Recording minutes of meetings and court proceedings
- Creating calendars of cases to be called
- Preparing and distributing court orders, including probation orders, sentencing information and court summonses
- Collect court fines and maintain records of amounts collected
- Ensuring all legal documents submitted adhere to the law and court procedures

❖ Attended culture discussion a one day organized by the British council and juniors English club on 14th July 2017

Duties & Responsibilities;

- Monitoring all legal affairs within their organization (ie. Internal and External legal concerns).
- Providing legal advice to clients.
- Researching on various cases.

PERSONAL SKILLS

- Communication skills in both written and spoken
- Computer skills (Computer Course Microsoft Office ie. Excel, Word and Powerpoint) - Internet Application.

INTEREST AND HOBBIES

Team working

- Reading and record keeping
- Traveling
- Watching movies and News
- Fashion
- Designing

REFEREES

Gaspardus Rwebangira (Lecture)

Tumaini university Dar es salaam college

P.O.BOX 77588

Dar es salaam

Email: gaskamuntu@yahoo.com

Mob: +255 788127100

Denis Joseph Msechu (Advocate of High Court of Tanzania)

PACE Law Chambers

P.O.BOX 63184

Dar es salaam

Email: dennismsechu@gmail.com

Mob: +255 716401534

Beatrice rhoda (retired judge)

Chairperson of tax revenue appeals tribunal.

Dar-Es-Salaam, Tanzania

Email: registrar.go.tz

MOB +255 754 306 044

Anderson Kaiser Kailembo (general manager)

Knight Support Company

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Dar es salaam

Email: andersonkailembo@gmail.com

MOB +255 754 688 573

CERTIFICATION

I, the undersigned, do hereby certify that to the best of my knowledge and belief, the given information correctly describe me, my qualifications, and experience.