

CURRICULUM VITAE

MONICA OKEMO MULAA
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PERSONAL DETAILS

- **DATE OF BIRTH** 31.03.1976
- **GENDER** FEMALE
- **NATIONALITY** KENYAN
- **MARITAL STATUS** MARRIED
- **LANGUAGES** Proficient in both spoken and written English and Kiswahili.

CAREER OBJECTIVE

Be in a position in an organization where my experience and skills positively contribute in the growth and accomplishment of the organization's goals and objectives. The position should allow me to totally utilize and develop my career the result being increased efficiency reduced costs and increased productivity.

CURRENTLY PURSUING A DIPLOMA COURSE IN PARALEGAL AT THE KENYA SCHOOL OF LAW.

FEBRUARY 2019 TO DATE

LEGAL CLERK AT UNIVERSITY OF NAIROBI

- File and Serve Court process.
- Fixing Hearing and Mention dates.
- Create and maintain litigation and non litigation files.
- Set up and maintain an effective filing system.
- Providing support to the Advocates in ensuring documents are properly drafted.
- Service of summons, orders, Hearing and Mention Notices

- Follow up on delegated assignments for example summons, decrees and proceedings knowing when to act and when to refer matters to the advocate.
- Representing advocates by communicating and obtaining information required for litigation files.
- Follow up on pending cases.
- Develop and maintain a good bring up system.
- Diarize all the matters in the diaries and managing the advocate's diary.
- Drafting routine correspondences and other court process.
- Perusal of the court files.
- Follow up on the witnesses to attend court.
- Ensuring that the advocates have all the relevant documents during the hearing.
- Accompany the advocates to court and requesting an advocate to hold brief for them.

PROFESSIONAL BACKGROUND

Attained a Diploma course in Human Resource Management at the College of Human Resource Management.

ACADEMIC BACKGROUND

1989: Lugulu Primary (KCPE)

1994: Bujumba Secondary School (Obtained a mean grade of **C Plain**)

AUGUST 2015 TO JANUARY 2019

ARCHER AND WILCOCK COMPANY ADVOCATES

LEGAL CLERK

DUTIES AND RESPONSIBILITIES

Same duties and responsibilities as those done at University of Nairobi

JANUARY 2012 TO JULY 2015

KULECHO & COMPANY ADVOCATES

LEGAL CLERK

DUTIES AND RESPONSIBILITIES

Same duties and responsibilities done at the University of Nairobi.

KEY ATTRIBUTES

- Ability to work independently
- Trustworthy, highly organized and reliable
- High level of integrity and ability to maintain confidentiality
- Keen eye to detail
- Good planning and organizational skills.

PERSONAL INTEREST

Reading current affairs.

REFEREES

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KULECHO KWIBA ADVOCATE
KULECHO & CO. ADVOCATES
REHEMA HOUSE
NAIROBI
CELL 0722881094

VERAH KEMUNTO NTENG'A
ADVOCATE
ARCHER & WILCOCK & CO. ADVOCATES
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