

KEITH KUDAKWASHE MAKOMBERA

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SUMMARY

Highly focused, confident, dedicated, and competent Legal Practitioner with 6 years' experience of achievement in Commercial Law, Commercial Arbitration, Labour Law, Corporate Law, Civil Law, Contracts, Compliance, and other areas of legal practice. Analytical, energetic, and detail-oriented attorney with broad and in-depth research skills and Common Law knowledge. Keen and quick learner, self-driven and ambitious in attaining knowledge in areas of law affecting the workplace. Able to offer opinion on the law, legal procedures, and a wide range of associated issues. Demonstrable professionalism in all work with clients and principals and has assistive experience in office practices and management with a strong sense of values. Strength hinges on ability to plan, organize, lead and control which attributes I desire to fully utilize in order to realize the organization's vision and goals.

KEY SKILLS AND COMPETENCIES

- Strategy and Business Development, Corporate Governance;
- Excellent communication skills (written and spoken);
- Great analytical, research and legal writing skills;
- Flexible team player with ability to work independently;
- Substantive ability to work under minimum supervision, under pressure and multitask;
- Excellent computer skills (Word, Excel, Outlook, Keynote, PowerPoint);
- Client Relations;
- Mitigation, Mediation;
- Team Leadership;
- Cultural intelligence;
- Skilled negotiator.

WORKING EXPERIENCE

NES GLOBAL TALENT - DUBAI (TECOM) BRANCH

COMMERCIAL CONTRACTS EXECUTIVE | 10/2022 – 03/2023

- Providing professional advice and guidance to colleagues at all levels, building a reputation as a reliable source of commercial and legal support;
- Assessing risk across all areas of the business in the Middle East and making informed decisions within permitted risk parameters;
- Reviewing, drafting, and advising the Recruitment team on employment contracts (COL's) aligning the wording to the deal set up and contract documentation;
- Reviewing and assessing standard terminations, resignations, and any related contractor queries to advise on the best course of action in line with legal and the business standards;
- Completing initial assessment on more complex contractor issues to liaise with the legal manager/ head of legal to agree on the most appropriate course of action;
- Completing onboarding training with all new starters to discuss the relevant aspects of the legal function and how and when they should engage with the team – including a clear run through of the processes;
- Reviewing and drafting any Work Orders put in place during the employment and/or client contract's lifecycle;
- Working with the Legal Executive to maintain a detailed tracker of all contractor queries and issues, capturing key data to be presented to the Head of Legal, at each quarterly review;
- As the POC for worker relations, managing all personal injury cases and reporting, including contractor fatalities, working closely with the global insurance team and the Legal Manager/ Head of legal;
- Sitting as the POC for risk matters in the Middle East, working closely with the global risk team, reporting on worker injuries and any other related matters;
- Working collaboratively with the global Risk Manager to provide HSE oversight, reporting internally to the Middle East risk team;
- Monitoring all legislative and regulatory updates regarding local labor laws to ensure the business is always up to date and to present to the HOL on a regular basis;
- Assisting the Senior CLO with the negotiation of client contract terms and conditions, where necessary, advising on contract interpretation and commercial risk to internal clients;
- Any ad hoc requests required to support the team as required by the Legal Manager/ Head of legal.

GATELEY UK LLP (DMCC BRANCH) - DUBAI

INTERN | 08/2022 – 09/2022

- Providing accurate, practical advice to clients on commercial and legal matters including arbitration and labour law;
- Legal research on numerous areas of law, providing in-depth statutory interpretation, highlighting risk and compliance regulations;
- Drafting of various legal documents and contracts, ensuring legal adherence and compliance to statutory requirements;
- Drafting and reviewing contracts for various clients;
- Providing company secretarial services to clients, and other duties assigned to me;
- Perform legal research and provide legal opinions;
- Negotiate and enforce leases agreements.

MASAWI AND PARTNERS LEGAL PRACTITIONERS – HARARE, ZIMBABWE

LEGAL ASSOCIATE | 01/2019–03/2022

- Providing accurate, practical advice to clients on commercially related legal matters including commercial law, arbitration, property law and labour law;
- Legal research on numerous areas of law, provided in-depth statutory interpretation, highlighting risk and compliance regulations;
- Drafting of various legal documents and contracts, ensuring legal adherence and compliance to statutory requirements;
- Attended to out of court settlement matters and negotiations which led to favorable outcomes for client and firm;
- Drafting contracts, mortgage bonds, agreements of sale and service level agreements for various clients;
- Providing company secretarial services to clients;
- Perform legal research and provide legal opinion on matters affecting the firm market base;
- Effective debt recovery;
- Draft, negotiate and enforce leases agreements;
- Attendances for Civil and Criminal litigation, arbitration, and conciliation to various types of matters;
- Attending to High Court, Supreme Court, Labour Court, Fiscal Court, and Commercial Arbitration on behalf of clients;
- Provided key input on day-to-day administration (employee complaints, Public Relations, Marketing, Tender applications) of the office business ensuring smooth effective operations.

PRIME SEED CO PVT LTD – HARARE, ZIMBABWE

ASSISTANT CREDIT CONTROLLER | 01/2017 - 12/2018

➤ **Litigation**

- Draft, advice and negotiate contracts and other legal documents;
- Managing cases of clients that have passed the payment due dates;
- Reviewing, renewing, cancelling, and entering contracts;
- Checking completeness of documents on customer files;
- Compelling files for litigation process.

➤ **Planning & Reporting**

- Built cohesive, goal - oriented teams and strong coalitions that achieved positive result for clients and organization.
- Preparing department action plan, Drafted and reviewed all documents to ensure corporate deals were legally compliant;
- Preparing Credit Inspection reports, Non-Performing Loans reports and Recoveries reports for Credit Controller and Finance Manager.

➤ **Credit Inspection**

- Checking compliance to approval levels, ensured client business structures were legally sound and compliant;
- Checking quality of loan processing and turnaround time;
- Verifying adequacy of security and compliance to asset valuation procedure;
- Checking adherence to mandatory client visit and follow up.

➤ **Loan Repayments and Account Monitoring**

- Analyzing reports, follow up defaulters, monitor adherence to agreed payment plans, taking action when payment plan is breached;
- Monitoring performance of restructured loans.

➤ **Bad debts Write off**

- Writing –off irrecoverable debts, Preparing write –off report.

UNIVERSITY OF KWAZULU-NATAL LAW CLINIC- PIETERMARITZBURG, SOUTH AFRICA

LEGAL ASSISTANT | 01/2013 – 06/2013

- Drafted legal documents including, Memorandums of Understanding, Memorandum of Agreement of Lease, Memorandum of Agreement of Sale, mortgage bonds and Notarial bonds;
- Legal Research, Legal Advisor;
- Drafted legal opinions which were used by the head of the clinic;
- Consulting with clients on summons, court applications, summary judgment applications, default judgment applications, maintained confidentiality at all times;
- Perform other professional duties assigned from time to time;

- Offer day to day administration of the clinic business ensuring smooth effective operations.

EDUCATION & QUALIFICATIONS

- **University of KwaZulu-Natal – South Africa**
 - Bachelor of Laws [LLB] **2015**
 - Bachelor of Arts [Legal Studies & Philosophy] **2010**
- **Restless Development - Zimbabwe**
 - The International Youth Foundation's Passport to Success Life Skills Initiative.
 - Work readiness training.
- **Old Mutual's One the Money Training - Zimbabwe**
 - The big five secrets to money management.

PERSONAL DETAILS

Gender	Male
Date Of Birth	29 July 1986
Nationality	Zimbabwean
Marital Status	Married
Visa Status	Visit Visa

INTERESTS

- Exploring new places, Traveling.
- Sports.

REFERENCES

Will be proffered on request.