

# CURRICULUM VITAE



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**Name of Staff:** IDDI JUMAA KASSI

**Nationality:** Tanzanian

**Profession:** Lawyer/Advocate

**Position:** Associate

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**Practice Areas:**

- Tax Law
- Immigration Law
- Intellectual Property
- Corporate Commercial Law
- Alternative Dispute Resolution
- Company Secretarial Services
- The law on Capital Markets and Securities

**Name of Firm:** REX Advocates

**Contact Details:** REX House

**Physical & Postal Address:** 344 Ghuba Road | Toure Drive  
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**Duration with the Firm:** 1 year

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## **Qualifications:**

- Jul 2021 – Sept 2022** • Post Graduate Diploma in Legal Practice, The Law School of Tanzania
- Nov 2016- Dec 2020** • Bachelor of Laws (LL. B), University of Dar es Salaam.

## **Additional Trainings**

- Certificate in International Computer Driving License (ICDL) from the University of Dar es Salaam Computing Center (UCC) specialized on Managing File-Windows, Microsoft Office Suite (MS-Word, MS-Excel, MS-PowerPoint, MS Access), Internet and networking; and
- Certificate of Completion after successfully completed 9 total hours of WordPress (Website Designing Course), Mail-chimp and own-cloud organizer.

## **General Experience**

### **Intern**

**The Legal Aid Committee**

**School of Law UDSM (UDSOL LAC)**

**March 2022 – May 2022**

### **Summary of the Activities Performed:**

- Met with number of indigenous individuals who had solid grounds to go to court in their cases. Aided in the drafting of such documents as well as other claims-related issues. Kassi's primary responsibilities during his second rotation as an intern at UDSOL LAC involve conducting interviews with numerous indigenous persons requesting legal aid and drafting various legal documents such as contracts, demand.
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**Intern****REX Advocates****January 2022 – March, 2022****Summary of the Activities Performed:**

- Preparing court filings and other correspondence.
- This rotation required me to do more legal research and write more legal briefs. Both of these tasks helped me improve my research skills and gave me a chance to learn about recent decisions on a wide range of legal issues.
- Attending and observing court proceedings alongside firm partners and other associates, such as witness examinations in commercial cases, Tax Tribunals, and how an advocate persuades the court based on the law in relation to the facts at hand.

**Legal Officer****MS Legal Consultants****September 2020 to June 2021****Summary of the Activities Performed:**

- Successful designed Company's Website and develop it. The company did not have an official website. So, among other things, my task included to design the website for the company that met its standards. Collaborate with Lead consultants and created legal content for the website.
  - Created BRELA ORS Account, do filling and prepare the necessary documents.
  - Successful registered New Companies, Trade and service marks, Patents, Business Name on both system, Tanzania Mainland and Zanzibar.
  - NGO Registrations. I was assigned to register few NGOs, included one International NGO by filling out the necessary details of the NGO to the NGO Information
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System (NIS)

- Researched and provided research reports on legal issues to the Lead Consultant.

### **Legal Officer**

**SHIK**

**April 2018 – September 2020**

#### **Summary of the Activities Performed:**

- Posted numerous legal updates from such Government Notices to the company's social media accounts and website.
  - Successfully developed and handled firm marketing database, email, and display advertising campaigns by constantly updating the company's contact and mailing lists. It entailed gathering each person's business card when they came to the office or attended conferences on behalf of the company, filing out the information on each card, and then sending the company's legal updates and newsletters via mail-chimp.
  - Created a BRELA ORS account, filled the applications, and prepared the required documents. This has been done in conjunction with the registration of new companies, trademarks, patents, and business names on both the Tanzanian mainland and Zanzibar.
  - Ensuring annual corporate compliance, such as filing returns with BRELA, filing returns with TRA, and renewing business licenses on time.
  - At the Tanzania Investment Centre, I handled successful permit applications and permit appeals for different clients. In the instance that perhaps the client's documents are in a foreign language, it was also my responsibility to ensure that they are properly interpreted by BAKITA.
  - I was willing to work outside of normal office hours and outside of the office when necessary. I traveled to file documents at the CMA-Geita, prepare and file
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documents at the High Court-Mwanza and visit different government offices at Mtumba-Dodoma.

- Successful attended meetings and conferences on behalf of the CEO in Nairobi and South Africa. The South Africa conference was the ICE Africa which brought the gaming community a plethora of engaging content from thought leadership to training with the industry's most influential and reputable stakeholders. It Dive into Africa's most relevant gaming topics, and discussed the best ways to immerse gaming business as one of the fastest growing gaming locations in the world, and what to expect on how to deal with the advancing regulations happening across the continent.
- Prepared and edit correspondence, communications, presentations, proposals, briefs and other documents including engagement letters for clients and contracts.
- Case and permit flow charts were created for a client to follow the progress of their litigation and work permit concerns. Designed for each client, Case Register serves as a database for tracking the status of legal actions as well as a method for determining which cases are taking too long and which are worth discussing a settlement.
- Successful conducted legal research, collect and analyses data, prepare reports and documents. Serve as editor-in-chief for all content to ensure quality, clarity and consistency. This also includes preparation of Newsletter for the company.

**Legal Trainee**

**National Attorneys' Law Firm**

**Babati Manyara**

**June 2017 – October 2017**

**Summary of the Activities Performed:**

- Successful managed and maintained executives' schedules, appointments, travel arrangements and organized numerous office files.
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- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.
- Successful designed and maintained databases for effective management of client contacts, partners, vendors, etc.
- Conduct legal research, collect, analyze data and prepare reports and documents.
- Successful recorded, transcribed and distributed minutes of meetings and report to the CEO with action items.

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**Membership in Professional Societies**

- Tanganyika Law Society (TLS), the Bar Association of Tanzania.
- East Africa Law Society (EALS), an association of legal practitioners and national Bar associations in East Africa.
- Association of Young Lawyers.

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**Languages:**

- English - Excellent
  - Kiswahili - Excellent
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