

VITA

Timothy Kamau Njenga

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PERSONAL INFORMATION

Date of birth: 5th November 1987

Nationality: Kenyan

Marital status: Single

Spoken Languages: English, Kiswahili and Kikuyu

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

℞ Ongoing- Kenya School of Revenue Administration-
Expected Qualification- **Diploma in Tax Administration**

℞ November 2016- Chartered Institute of Arbitrators (Kenya Branch)
Qualification: **Introduction to Construction Adjudication**

℞ August 2016- Kenya Revenue Authority

Qualification: **Registered as a Tax Agent by the Tax Agent Committee.**

℞ May 2016- Judiciary Mediation Accreditation Committee (MAC)

Qualification: **Accredited as a mediator in the Judiciary Mediation Pilot Scheme.**

℞ May 2015- Mediation Training Institute (E.A) International

Qualification: **Certified Professional Mediator (CPM)**

℞ August 2014- Chartered Institute of Arbitrators (Kenya Branch)

Qualification: **Member of the Chartered Institute of Arbitrators (MCI Arb.)**

℞ 2013-2014- Kenya School of Law

Qualification: **Postgraduate Diploma in Law**

℞ 2008-2012- Makerere University, Kampala

Qualification: **Bachelor of Laws Degree LLB. (Hons.)**

℞ 2006-2008- Kenya School of Professional Studies

Qualification: **Diploma in Law.**

℞2002-2005- Kihara High School

Qualification: **Kenya Certificate of Secondary Education (KCSE)**

℞1994-2001- Westlands and Treeshade primary schools.

Qualification: **Kenya Certificate of Primary Education (KCPE)**

CAREER OBJECTIVE

To be an advocate for justice in the political, social and economic spheres of life and give value to the society through my services.

WORK EXPERIENCE

Kariuki Muigua & Co. Advocates (January 2014 to date)

I am currently employed in the law firm of Kariuki Muigua & Co. Advocates. I joined the firm as a pupil where I undertook my articles of pupillage and thereafter was retained as an Associate in the firm. My job description in the firm includes the following:

1. Advising and assisting with drafting and negotiations of all types of contracts;
2. Reviewing and approving contracts for clients before they execute them;
3. Offering advice and support to clients on issues related to labour/employment law;

4. Drafting court pleadings such as complaints, statements of defence and all manner of applications;
5. Drafting conveyancing instruments such as sale agreements, transfer instruments, charges and debentures;
6. Drafting Memorandum and Articles of Association for companies and constitutions for societies while facilitating registration of companies and societies;
7. Attending court for hearing of suits, mention of suits and arguing applications in court;
8. Drafting letters to clients and attending to clients on phone and in the office;
9. Conducting scholarly research for the publication of articles especially on Alternative Dispute Resolution mechanism;
10. Sitting in arbitrations, taking notes and drafting correspondence to the parties in the arbitration; and
11. Supervising the subordinate staff and coordinating the litigation department.

Council of Legal Education (1st – 16th December 2015)

I was engaged as a marker by the Council of Legal Education in marking the November 2015 bar course examinations.

Council of Legal Education (13th – 17th June 2016)

I was engaged as a setter of the Bar Course Examinations by the Council of Legal Education.

L.W Wang'ombe & Co. Advocates (June 2007- December 2007)

I was attached to the law firm of L.W Wang'ombe & Co. Advocates for a period of six months during the course of my studies for the award of diploma in law. The said firm is a medium-sized law firm dealing mainly with civil litigation. As an intern I was involved in drafting legal documents such as complaints, defences, applications and submissions, filing the same in court registries and serving the documents.

PERSONAL ATTRIBUTES

- Self-motivated.
- Diligent.
- Team player.
- Loyal.

PROFESSIONAL BODIES

Φ Law Society of Kenya

Φ Chartered Institute of Arbitrators, Kenya Branch (CI Arb. (K))

HOBBIES

1. Reading African literature.
2. Watching plays.
3. Traveling.

REFEREES

- 1) Francis Kariuki
Advocate and lecturer,
Email address- kariukifrancis06@gmail.com
Cell Phone No: 0726 420251

- 2) Christine Kaari Nthiga
Advocate,
Email address- nthigakaari@gmail.com
Cell Phone No: 0712 140307/0732 368266

- 3) James Ndungu Njuguna,
Advocate and Manager,
Kariuki Muigua & Co. Advocates,
Email address- njuguna@kmco.co.ke
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