

CURRICULUM VITAE

CLARA WADZANAI JEKENYA

Mobile No : +971-55 251 9939
Address : Al Satwa Dubai, UAE
Email : clarawadzanai@gmail.com



CAREER OBJECTIVE:

Dedicated and passionate LLB (First Class) graduate from India, currently based in Dubai and seeking a role as a Legal Assistant or NGO Advocacy Support. Committed to promoting justice, particularly in the areas of women's and children's rights, and eager to contribute to a legal or humanitarian team with strong research, organization, and client-relations skills.

PROFESSIONAL PROFILE:

- ❖ A Reliable, adaptable and loyal person who possess excellent communication and Personal skills.
- ❖ A self-motivate person with enormous energy and determination
- ❖ Attentive and details enthusiasm, strong determination with positive perception.

EDUCATIONAL QUALIFICATION:

Bachelor of Laws (LLB), First Class

Noida International University – India | Graduated: July 2022

- Completed a 5-year professional law program

- Key subjects: Family Law, Constitutional Law, Criminal Law, and Human Rights

- Participated in moot court activities and legal research projects

High School Diploma

Holy Cross High School – Zimbabwe | Graduated: Feb 2017

WORK EXPERIENCE:

COMPANY NAME : NAIL SPA –DUBAI
POSITION : RECEPTIONIST
PERIOD : 2023- TO PRESENT
COUNTRY : DUBAI

DUTIES AND RESPONSIBILITY:

- Handled client bookings and assisted in smooth operations of spa front office
Maintained client confidentiality, managed feedback and complaints professionally
Supported marketing promotions and inventory control
Developed strong customer service, multitasking, and administrative skills

COMPANY NAME : JAYPEE GREENS GOLF & SPA RESORT, GREATER NOIDA, INDIA
POSITION : RECEPTIONIST
PERIOD : NOV 2018 – APR 2022
COUNTRY : INDIA

DUTIES AND RESPONSIBILITY:

- Coordinated guest service for a five-star resort; led a team of 5–9 staff
Maintained client satisfaction, handled bookings, briefed guests on services

Managed seating charts and streamlined operations to increase efficiency
Developed people management and frontline communication skills

LEGAL AND ADVOCACY SKILLS:

Legal research & case documentation

- Report and letter drafting
- Legal terminology (India & UAE basics)
- Human rights awareness & advocacy
- Strong verbal and written communication
- Microsoft Office, Teams, Internet research
- Languages: English (fluent), Shona (native), Hindi/Urdu (basic), Arabic (beginner)

AREAS OF INTEREST & VOLUNTEERING (SEEKING OPPORTUNITIES)

- Legal assistance (family law, immigration, criminal law, etc.)
- Humanitarian NGOs focusing on women, children, or refugee support
- Rights-based advocacy and justice education
- Open to volunteering, internships, and legal research support roles

PERSONAL INFORMATION:

| | | |
|-------------------------|---|-----------------|
| ✓ Nationality | : | Zimbabwe |
| ✓ Gender | : | Female |
| ✓ Date of Birth | : | 21-07-1998 |
| ✓ Marital Status | : | Single |
| ✓ Passport No | : | FN262911 |
| ✓ Date of Issue | : | 24-03-2017 |
| ✓ Date of Expiry | : | 23-03-2027 |
| ✓ Visa Status | : | Employment Visa |

LANGUAGES SKILL:

| | | |
|------------------|---|---------------------------------|
| ❖ English | : | Speaking, Understand, Excellent |
|------------------|---|---------------------------------|

DECLARATION:

I hereby certify that the information contained herein are true and correct to the best of my knowledge and beliefs.