

CURRICULUM VITAE

CLARA WADZANAI JEKENYA

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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
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DECLARATION:

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