

Lawyer with 9 years professional experience in private practice and in-house roles. I have vast experience handling legal matters across various jurisdictions in the Middle East and Africa. I am available to start immediately.

Immediate former Manager - Legal at Flemingo International Limited based in Dubai. Primary role involved oversight of all legal matters of the Flemingo Group in the Middle East and Africa region as well as various global projects.

Competencies include:

- Reviewing and drafting various contracts relating to the Group business entities
 - Reviewing and drafting various commercial contracts such as sale/purchase agreements, memoranda of understanding, NDAs, etc.
 - Managing litigation and arbitration matters
 - Identifying competent and cost effective external legal resources
 - Drafting and reviewing real estate related contracts
 - Labour and company secretarial compliance
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Recent Projects at Flemingo International Group:

- Oversight covering group operations in Middle East, Africa and UK during the legal due diligence for proposed IPO listing of a group company in the Bombay Stock Exchange valued at Indian Rupees 23,400 million (approx. USD 360 million).
 - Oversight covering group operations in Middle East, Africa and UK during the legal due diligence at group level for proposed equity fundraising transaction valued at USD 100 million.
 - Successfully negotiated and closed a settlement with the South Africa Revenue Service (from an initial estimate of ~ZAR 23 Million down to ~ZAR 7 Million).
 - Liaised with lawyers and auditors, prepared all correspondence and assisted management in evaluating risks and liabilities in relation to a tax assessment by the Kenya Revenue Authority.
 - Assisted with closure of various Africa locations in line with the Flemingo Group's restructuring efforts.
 - Liaised with competent lawyers in the United States to obtain legal opinions pertaining to OFAC regulations.
 - Assisted group General Counsel with various transactions including recent planned exits from LATAM and SE Asia regions.
 - Assisted Flemingo Africa HR team in concluding several redundancies in a legally compliant manner so as to avoid any disputes or labour litigation.
 - Prepared MOU, LOI, JV Agreement and Concession Agreement for a recently aborted project in Angola.
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PROFESSIONAL EXPERIENCE:

FLEMINGO INTERNATIONAL LIMITED, Dubai - *May 2016 till April 2020*

Manager – Legal

- Attending to all legal matters arising from Middle East & Africa region.

- Assisting at group level with various transactions.
- Drafting and reviewing various legal documents.
- Assisting in managing project/process flow for the legal team.
- Providing secondary assistance in all matters handled directly by the General Counsel.

FLEMINGO INTERNATIONAL LIMITED, Nairobi - April 2014 till April 2016

Manager – Legal, Africa

- Responsible for various legal matters for the Flemingo Group in Africa
- Drafting, reviewing and vetting of litigation related documents.
- Attending to all court and arbitration hearings.
- Advising on all court and arbitration procedures.
- Dealing with matters related to general corporate/commercial laws (company law, property law and contract law).
- Drafting, reviewing and vetting various kinds of commercial contracts and term sheets.
- Drafting, reviewing and vetting various kinds of property contracts.
- Liaising with government agencies for obtaining licences, approvals, etc.
- Preparing, drafting and reviewing general legal correspondence such as legal notices, demand letters, etc.
- Ensure Company annual returns and Returns of Directors are done on time as per each country's law.
- Ensure changes in Directorship/shareholding are registered with the concerned authorities in each country on time.
- Ensure directorship in the local Flemingo International entity in each country is as per the prescribed law of that country.
- Ensure any new Flemingo International entity is legally registered/incorporated as per the country's law.
- Help in the de-registration process of a Flemingo International entity whenever it is required.
- Being fully aware of the current labour and immigration laws and practices in each country and advising management on any changes in the laws.

ROY HAULIERS LIMITED, Nairobi – Jan 2013 till Apr 2014

Senior Legal Officer

- Responsible for the effective and efficient management of the Department, provision of legal advisory services, opinions, correspondence and ensuring effective management of legal and contractual risks.
- Prepare, review, negotiate and modify contractual instruments to assist and support various business activities.
- Review all contracts, agreements or any other documents where the company has committed itself and assess legal implications that need to be brought to the executive management's attention.
- Prepare, review and modify agreements relating to real property e.g. leases.
- Ensuring compliance with legal, government and regulatory framework affecting the company's operations, and continuously monitor compliance with the company's obligations e.g. licences, permits, etc.
- Litigation management through attending court hearings, review of litigation documentation, reviewing progress of outstanding litigation and liaison with and management of external lawyers.

- Oversee insurance matters and follow up on progress of outstanding claims. Managing the policies documentation renewal, deposit, safe custody and retrieval.
- Policy development through reviewing and advising management on legal implications of internal policies and procedures.
- Review and vet loan offer letters and agreements. Oversight over the stamping and registration of debentures and any other security documentation. Liaison with external and bank lawyers on the perfection of securities.
- Review and provide legal advice on tender documents. Oversight over the entire tender participation process.
- Carry out debt collection tasks including issuing of demand letters and follow up instructions to lawyers and auctioneers.
- Liaise with the Company Secretary to carry out company secretarial duties.
- Oversee and conduct routine administration of staff medical scheme.
- Prepare and submit periodic management reports.

WELLS FARGO LIMITED, Nairobi – Mar 2010 till Dec 2011**Legal Officer**

- Serving Wells Fargo Limited, as well as its sister company Fargo Courier Limited, with a combined network of thirty (30) branches. Services included Cash in Transit, Guard Services, Intruder Alarms, CCTV Surveillance, Access Control, Integrated Security Systems, Vehicle Tracking, Document Archiving and Courier Services.
- Preparation, renewal, amendment, updating and maintaining custody of service contracts, as well as maintaining a computer database of service contracts.
- Preparation, follow up on signature (and/or registration) and custody of company leases, as well as maintaining a computer database of company leases.
- Ensuring compliance with legal and regulatory framework pertaining to the companies' operations.
- Follow up on renewal / validity of company trade/service marks.
- Attending court hearings, liaising with external lawyers on preparation for case hearings, accepting service of suit/court documents and maintaining and updating the court cases task list.
- Assisting other departments through preparation of legal opinions, debt collection, perusing legal documents, labour and employment matters, etc.
- Follow up on collection of security documents for property under charge or log books of vehicles under hire purchase.

ACADEMIC QUALIFICATIONS:

2006-2007: **Post-Graduate Diploma in Legal Practice (Bar Course).**
Law Development Centre, Kampala, Uganda.

2002-2006: **Bachelor of Laws (LL.B) (Hons) Degree.**
Second Class (Upper Division) Honours.
Kampala International University, Uganda.

2000-2002: **Diploma in Law.**
Kenya School of Professional Studies (currently Inoorero University), Nairobi.

1996-1999: **Kenya Certificate of Secondary Education.**
Thika High School.

1988-1995: Kenya Certificate of Primary Education.
Harambee Estate Primary School.

PROFESSIONAL QUALIFICATIONS:

- Advocate of the High Court of Uganda (admitted on 17th March 2010).

PROFESSIONAL ASSOCIATIONS:

- Member: Uganda Law Society.
- Member: East Africa Law Society.

REFEREES

1. **Mr. Shrijith Nair,**
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