

# **PRIVATE AND CONFIDENTIAL PROFILE**

Cell: 078 392 0066 / 074 910 4833

E-Mail: dmuchemenyi@gmail.com

## **PROFILE OF DANANAI MUCHEMENYE**

<b>Surname</b>	Muchemenye		
<b>First Names</b>	Dananai		
<b>Residence Status</b>	Spousal permit		
<b>Gender</b>	Male	<b>Passport Number</b>	EN796999
<b>Residing in</b>	24 Vivini Estate, 820 Meerlust Road Equestria 0184 Pretoria South Africa	<b>Areas to consider</b>	Willing to Relocate
<b>Languages Spoken</b>	English		

### **ACHIEVEMENTS**

- All Africa Human Rights Moot Competition, Senegal (2007).
- Golden Key International Honor Society Merit certificate (2008).
- Dean's Merit List (2008).
- Law Students' Council Spokesperson (2008).
- Academic Affairs Secretary Student Representative Council (2009).
- President Student Representative Council (2010).
- Mandela Rhodes Scholar (2011).

### **ACQUIRED SKILLS / ABILITIES**

- Analytic Thinking
- Problem-solving
- Strategic Planning
- Administration
- Report Writing
- Stakeholder Engagement
- Legal Research
- Data Analysis
- Change Management
- Performance Management
- Training
- Crisis Management
- Business Strategy
- Staff Development
- Communication Skills
- Computer Literate
- Customer Service
- Staff Management

- Time Management
- Negotiation
- Leadership Skills
- Interpersonal Skills

## EDUCATION DETAILS

<b>Highest Grade</b>	A Level	<b>Institution</b>	Specis College Harare
<b>Year Passed</b>	2002		

<b>Highest Grade</b>	Advanced Diploma in Commercial and Economic Law (Distinction)	<b>Institution</b>	Institute of Commercial Management (UK)
<b>Year Passed</b>	2004		
<b>Highest Grade</b>	Bachelor of Laws (LLB)	<b>Institution</b>	University of the Western Cape
<b>Year Passed</b>	2010		
<b>Highest Grade</b>	Level 3 Certificate in Teaching English as a Foreign Language (TEFL).	<b>Institution</b>	TEFL Academy
<b>Year Passed</b>	March 2024		

## COMPUTER LITERACY

- Ms Word and Pages
- Ms Excel and Numbers
- Ms Power Point, Key Note and Prezi
- Internet

## CAREER DETAILS

<b>Name of Employer</b>	<b>Habakkuk Trust</b>
<b>Designation / Title</b>	<b>Election Observer</b>
<b>Period of Employment</b>	<b>July – September 2013</b>
<b>Reason for Leaving</b>	<b>Contract</b>
<ul style="list-style-type: none"> <li>• Observing the electoral process</li> <li>• Report writing</li> <li>• Monitoring and evaluating electoral outcomes</li> </ul>	

<b>Name of Employer</b>	<b>Exigent group South Africa</b>
<b>Designation / Title</b>	<b>Legal Assistant</b>
<b>Period of Employment</b>	<b>November 2012 - February 2013</b>
<b>Reason for Leaving</b>	<b>Contract</b>
<ul style="list-style-type: none"> <li>• Reviewing legal documents from offshore clientele</li> </ul>	

<b>Name of Employer</b>	<b>Parliamentary Monitoring Group</b>
<b>Designation / Title</b>	<b>Parliamentary Monitor</b>
<b>Period of Employment</b>	<b>October 2009 - November 2012</b>
<b>Reason for Leaving</b>	<b>Career Advancement</b>
<ul style="list-style-type: none"> <li>• Monitoring, writing and editing of parliamentary committee meetings reports</li> </ul>	

<b>Name of Employer</b>	<b>Constitutional Literacy Awareness Service Initiative</b>
<b>Designation / Title</b>	<b>Volunteer Intern</b>
<b>Period of Employment</b>	<b>January 2011 - February 2012</b>
<b>Reason for Leaving</b>	<b>Contract</b>
<ul style="list-style-type: none"> <li>• Participated in a pilot project that aimed at teaching high school learners on civic and human rights</li> <li>• Conducting research on the impact of the pilot projects</li> <li>• Facilitating workshops</li> <li>• Managing of projects</li> </ul>	

<b>Name of Employer</b>	<b>Ebenezer Christian Care for Orphans</b>
<b>Designation / Title</b>	<b>Teacher</b>
<b>Period of Employment</b>	<b>March 2004 - December 2006</b>
<b>Reason for Leaving</b>	<b>Better Prospects</b>
<ul style="list-style-type: none"> <li>• Teaching of History, English and Commerce to high school learners</li> </ul>	

---

References available upon request