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# Kalembo Louis M. II

Corporate Lawyer, Drafter, Compliance and Conveyancing Expert

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**Phone:**

+260966271230

**Location:**

Lusaka, Zambia

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## Professional Summary

Articulate Legal Officer with 2 years of experience in a corporate setting and 7 years of experience as a Legal Assistant. Committed to modern law practices and creative problem-solving with first-rate communication skills. Looking for a long-term position working for a corporation. I demonstrate professionalism in all my dealings with clients or teammates/workmates. I also can bring parties to the table for purposes of dispute resolution. I am currently learning to apply the law to specific situations faced by clients. Right now, I am working for a dynamic and well-established Manufacturing Company.

## Professional Skills and Personal Attributes

### Professional Skills

- ✓ Excellent research skill:
- ✓ Knowledge of Substantive Law and Legal Procedure.
- ✓ Ability to work effectively as a team member with a wide range of individuals across cultures and time zones;
- ✓ Staff Supervision, Recruitment
- ✓ Interpretation of legal concepts, case law, judicial opinions, statutes and regulations

- ✓ Ability to review complex written documents, drawing inferences, and making connections between legal authorities.
- ✓ Customer Relationship Management
- ✓ Relationship cultivation
- ✓ Regulatory and Compliance, knowledge
- ✓ Independent worker, pro-active in thinking about opportunities to further improve the work
- ✓ Excellent Communication Skills
- ✓ Proven organizational, diplomatic and negotiating skills that yield positive results on various issues

### Personal Attributes

- ✓ Ability to prioritize work
  - ✓ Multi-task and meet deadlines
  - ✓ Problem solving
  - ✓ Analytical mind
  - ✓ Self-starter
  - ✓ Emphasis on delivery of results and reacts well to constructive criticism;
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## Education History

<b>October 2018 –</b>	<b>Legal Practitioners Qualification Exams (Bar Exams)</b> Zambian Institute of Advanced Legal Education
<b>Jan 2013 – Dec 2016</b>	<b>Bachelor of Laws Degree</b> Zambian Open University
<b>Jun 2010 – Oct 2012</b>	<b>Diploma &amp; Certificate in Law</b> National Institute of Public Administration (NIPA)
<b>Jan 2004 – Nov 2008</b>	<b>Grade 12 GCSE “O” Level Certificate</b> Mindolo High School

### Work Experience

<b>Institution</b>	<b>Position</b>	<b>Dates</b>
<b>Essential Commodities Limited</b>	<b>Legal Officer</b>	<b>September 2021</b>

#### Legal risk

- Review and provide legal advice on MOUs, Contracts, and tender documents.
- Review ongoing cases and advise management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management, especially on contract management.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.

#### Policy development

- Review and advise management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements in the countries where we work.

#### Litigation management

- Review progress of outstanding litigation and liaise with and manage external lawyers.
- Identify internal needs and develop efficient resource innovative solutions.

#### Regulatory compliance

- Formulate legal compliance checklists for the company to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations in the company and advise management, therefore.
- Prepare monthly and quarterly reports for the department for executive management meetings.

#### Contract negotiation

- **Review all contracts or any other documentation and assess legal implications that need to be brought to the senior management’s attention.**
- **Prepare, review and modify contractual instruments to assist and support various business activities.**
- **As needed, provide guidance on contract matters to managers or other operational staff**
- **Develop and implement procedures for contract management and administration in compliance with company policy.**
- **Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.**

<b>Institution</b>	<b>Position</b>	<b>Dates</b>
<b>National Institute of Public Administration.</b>	<b>Part-Time Lecturer Labour &amp; Industrial Relations</b>	<b>January 2021</b>

**Key Responsibilities:**

- ✓ Working with the Head of the Department to create Course outlines
- ✓ Researching various laws in relation to the course at hand
- ✓ Lecture planning, preparation and research
- ✓ Contact and teaching time with students
- ✓ Checking and assessing students' work
- ✓ Encouraging personal development via tutorials
- ✓ Invigilating examinations
- ✓ Attending staff meetings
- ✓ General administration
- ✓ Writing research proposals, papers and other publications
- ✓ Reading academic journals

<b>Institution</b>	<b>Position</b>	<b>Dates</b>
<b>DMK Legal Practitioners</b>	<b>Lawyer</b>	<b>August 2020 – To date</b>

**Key Responsibilities:**

- ✓ Working with and reporting to the Managing Partner
- ✓ Drafting Court process and attending Court
- ✓ Researching various laws in relation to the case at hand
- ✓ Drafting of skeleton arguments as well as submissions in aid of cases on a need to basis
- ✓ Preparing bundles of Documents/Pleadings and putting together all other forms of evidence.
- ✓ Preparing of Legal opinions for clients on various matters.

- ✓ Assessing corporate documents of various business entities and advising on statutory compliance aspects of their line of business.
- ✓ Preparation of Applications for filing into court and appearing before Magistrates and Registrars.
- ✓ ensuring compliance checklists and compliance matters brought to the firm were carried out outstandingly
- ✓ Drafting of contracts, compliance documents, assignments, contracts of sale, mortgages and all manner of security documents
- ✓ Appearing with Advocates before court representing clients
- ✓ Drafting periodical Status Reports for clients

<b>Institution</b>	<b>Position</b>	<b>Dates</b>
<b>Kaumbu Mwondela Legal Practitioners</b>	<b>Learner Legal Practitioner</b>	<b>Sep 2018 – June 2020</b>

**Key Responsibilities:**

- ✓ Working and reporting to the head of litigation
- ✓ Researching various laws in relation to the case at hand
- ✓ Drafting of skeleton arguments as well as submissions in aid of cases on a need to basis
- ✓ Preparing bundles of Documents/Pleadings and putting together all other forms of evidence.
- ✓ Preparing of Legal opinions for clients on various matters.
- ✓ Assessing corporate documents of various business entities and advising on statutory compliance aspects of their line of business.
- ✓ Preparation of Applications for filing into court and appearing before Magistrates and Registrars.
- ✓ ensuring compliance checklists and compliance matters brought to the firm were carried out outstandingly
- ✓ Drafting of contracts, compliance documents, assignments, contracts of sale, mortgages and all manner of security documents
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<b>Institution</b>	<b>Position</b>	<b>Dates</b>
<b>ECB Legal Practitioners</b>	<b>Legal Assistant (Conveyancing/Compliance)</b>	<b>Mar 2013 – Sept 2018</b>

**Key Responsibilities:**

- ✓ Supervising the people filing and drafting compliance/conveyancing documents and ensuring we met deadlines.
- ✓ Drafting Assignments and Contracts of sale.
- ✓ meeting with registrars at lands and ensuring titles are processed on time
- ✓ Maintaining a good relationship with clients
- ✓ Draft all status and audit reports for the department to track the department's progress

- ✓ Hold meetings with clients whenever they had a query. Also, for purposes of updating them on our progress
- ✓ Timeously draft and send out Demand letters to defaulting clients
- ✓ Communicating with clients through emails, letters and phone calls regarding their respective conveyance and Compliance.
- ✓ Ensure clients receive the best customer experience and timely response to their queries and complaints
- ✓ Ensure the documents brought by the clients were properly executed, and ready for filing and also ensured that the documents were filed on time and properly
- ✓ Ensure clients were tax compliant and so I had to have time for correspondence meetings with ZRA
- ✓ Do research from time to time
- ✓ Accompany Advocates to Court
- ✓ Draft court Documents for filling at the Courts
- ✓ Performing an array of office tasks

Institution	Position	Dates
<b>ECB Legal Practitioners</b>	<b>Legal Clerk</b>	<b>Jul 2012 – Mar 2013</b>

**Key Responsibilities:**

- ✓ I was tasked with ensuring the dates in diaries where up to date, the calendars where updated as such I was required to attend all diary meetings.
- ✓ Filing of documents before courts
- ✓ Preparing files for court for advocates to work on
- ✓ Drafting documents for filing at court
- ✓ Drafting status reports for clients
- ✓ Making bundles of documents and pleadings
- ✓ Updating Litigation diaries

Institution	Position	Dates
<b>Zambia Institute of Business Studies and Industrial Practice</b>		<b>Feb 2014 – Mar 2015</b>

**Key Responsibilities:**

- ✓ I was given the task of lecturing law courses such as Company Law, Contract law, Law of Torts and Business Law.
- ✓ The institution trusted me with the preparation of students for their exams in various disciplines such as Zica, business administration and ABE.
- ✓ Ensure that they understood the courses not only for exams but for industrial use after school.
- ✓ My role involved not only lecturing but also the marking of tests and preparing course outlines

- ✓ My job involved research on the law and the revision of the school notes and syllabus.

### Leadership/Workshops/Trainings

**Workshops/Trainings**

**Institution**

**DLA Piper Legal Drafting Workshop. This was a training workshop on DLA Piper Drafting of documents such as security documents, contracts conveyancing documents and all other documents needed in the practice of the law.**

**21st - 27th Jan 2019**

**Pacra held a workshop to discuss the new Companies Act, Act Number 10 Patents and Company of 2017 and Insolvency Act workshop. The workshop was intended to Registration Agency discuss the salient features of the two new acts and also to sensitise the (PACRA) stakeholders on the changes in legislature and the meaning of said changes.**

**5th - 7th Sept 2018**

**Leniency and Settlement Procedure Workshop- by the Competition and Competition and Consumer Consumer Protection Commission (CCPC). The Workshop was to Protection Commission sensitise the stakeholders on the newly introduced leniency procedures by the CCPC.**

**8th July 2017**

Movable Properties Act workshop - Held by Patents and Company Registration Agency (PACRA).  
6th -9th Sept 2016

### Achievements

- ✓ Promoted from clerk to Legal Assistant within a year of working with the firm
- ✓ Promoted to supervisor within a short period
- ✓ The firm also moved me readily in order for me to take on more responsibilities
- ✓ I was sent to workshops and trainings, after which the firm gave me even more responsibilities in line with the workshop or training taken.

### Referees

Names	Position	Organisation	Contact Details
Miss Leah Mwape	Legal Counsel/Company Secretary	Northwestern Water And Sanitation Company	+260979180800 <a href="mailto:leahmwape@gmail.com">leahmwape@gmail.com</a>

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