

Julius Samuel Nyambo

- Curriculum Vitae -

General Information

Nationality:	Malawian	Marital Status:	Married
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Profile

Work Experience

➤ Managing Partner.

Nyambo & CO, Attorneys at Law[July 2012 to date].

I am responsible for the general management and administration of the firm which includes the following:

- Attending to litigation in civil and criminal matters for individual and corporate clients;
- General drafting of legal instruments such as contracts and mortgages;
- Conveyancing of property;
- Preparing legal opinions;
- Coordinating debt collection and negotiation of settlements through alternative dispute resolution mechanism such as mediation under the Courts Mandatory Mediation Rules and Arbitration under the Arbitration Act Cap. 6:03 of the Laws of Malawi.

➤ Company Secretary/Legal Counsel.

Prime Insurance Company Limited[December 2008 to June 2012].

As Company Secretary/Legal Counsel, I was reporting to the Managing Director and responsible for general management of the Company's Legal Department and secretary to the Board of Directors.

My main responsibility was handling and overseeing all legal matters within the company including:

- Initiating, undertaking and coordinating legal actions on behalf of the company and ensuring efficient running of claims recoveries;
- Appointing, liaising, monitoring and reviewing the performance of legal service providers relevant to insurance claims litigation including review and recommendation for payment of bills for services rendered by lawyers retained by the company;
- Attending to claims litigation in the High Court and Magistrates Courts in liaison with claims and underwriting departments;
- Generally advising claims department on legal aspects of claims handling and providing legal opinions on specific claims upon request from claims personnel;
- Advising the company on labour and employment matters.
- Drafting, reviewing, analyzing and interpreting the company's legal documents, Insurance policies and all relevant documents used in the company and advising on legal implications;

- Updating management on legal developments affecting the company such as changes in the regulatory framework for insurance business and financial services in general;
- Oversee general management of the Company's Legal Department including assisting in identification of training needs for Para -legal assistants;
- Undertake any other duties that may be assigned by the Managing Director

I was also responsible for organizing Board and Committee meetings, this included:

- the agenda in liaison with the Chairman of the Board of Directors and the Managing Director;
- Preparation and circulation of notices of meetings;
- Coordinating the preparation and distribution of Board paper and any other documentation in readiness for meetings;
- Carrying out administrative duties required for the efficient conduct of meetings;
- Ensuring that meetings are held and conducted in accordance with the requirements of the Companies Act;
- Preparing minutes of Board and Committee meetings and circulating them after the Chairman's endorsement and keeping proper custody of all minutes;
- Maintaining statutory register such as the Company register of members, mortgages and charges, director's interests;
- Updating the company's file at the Registrar of companies in accordance with requirements of the Companies Act and any other law or regulation. This includes the due filing of annual returns, changes in the directorate, changes in shareholding, the creation of charges over the Company's assets, the passing of special resolutions of the Company and other statutory documents;
- Ensuring that the Company's legal documents are in order and ensuring safe custody of them;
- Ensuring that Board resolutions, decisions and instructions are implemented by reminding management;
- Overseeing the accessibility and inspection of company documents and statutory records by shareholders and any entitled persons;
- Ensuring safe custody and proper use of the Company seal and maintaining a registrar of its usage;
- Ensuring that there is proper communication with the shareholders on all issues affecting the company;
- Acting as Legal Advisor to the Board of Directors and the Company and ensuring that the Company receives the best up – to – date legal advice at all times and that it is complying with the financial services laws vis Reserve Bank of Malawi Act, Financial Services Act, Insurance Act, Money Laundering, Proceeds of Serious Crime and Terrorist Financing Act, Banking Act, Pensions Act etc in all its policies, decisions, operations and transactions;
- Carrying out any other duties as assigned by the Managing Director or the Board from time to time.

Academic Qualifications

- *Bachelor of Laws (LLB Hons).*
University of Malawi, Chancellor College [2006].
- *Bachelor of Arts (Sociology, Psychology and Philosophy).*
University of Malawi, Chancellor College [1999].

Professional Affiliations

- *Member of the Malawi Law Society.*
- *Legal Advisor for the Insurance Institute of Malawi.*
- *Lecturer in Insurance Law at the Insurance Institute of Malawi College (IIMC).*
- *Director of Marketing at the Association of Certified Fraud Examiners, Malawi Chapter.*
- *Certified Trainer for the Institute of Directors in Corporate Governance Board Leadership in conjunction with international Finance Corporation's (World Bank Group) Global Corporate Governance forum.*
- *Board member and Legal Advisor for Circle for Integrated Community Development (CICOD) a Non – Governmental Organization registered under the Trustees Incorporation Act.*

Key Skills and Abilities

- *Professional and Organized* – I comply to the rules and engage in action planning.
- *Analytical Skills* –I possess essential problem solving concepts.
- *Collaborative Spirit* – I am co-operative and always aim to motivate others.
- *Computing* – I am well conversant with MS. Word, MS. Excel, and PowerPoint.
- *Negotiation Skills*–I come equipped with diplomatic vocabulary that is needed in deliberations and arbitrations.

Referees

The Chief Executive Officer

Prime Insurance Co. Ltd

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