

KELVIN LESHAN KERETO

Advocate of the High Court of Kenya
LL.B (J.K.U.A.T) Pg.Dip. Law (K.S.L)

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PROFILE SUMMARY

I am an Advocate of the High Court of Kenya with effective legal research, legal drafting, litigation and negotiation skills, combined with over 4 years experience in law firm managerial, administrative and clerical support functions. I have a sound knowledge of court procedures and a network of reliable industry contacts to facilitate/fast-track processes. I am seeking to join your esteemed organization and play my role in enhancing access to justice through provision of excellent legal services to all, while upholding honesty and integrity in my position of work.

WORK EXPERIENCE**1. HOLDING OVER : Mar, 2023 - Jun, 2024**

Kinyua & Maingi Advocates, Nairobi.

Duties and Responsibilities:

- I conducted client interviews, recorded witness statements and gave legal advice to clients instituting **Personal Injury** claims. I obtained all the essential information and documents required to file suits from clients. I arranged and ensured the medical examination of clients and worked closely with the advocates attending court in every step of prosecuting the cases.
- I drafted an filed pleadings in personal injury claims. I conducted Motor Vehicle searches and drew demand letters and statutory notices to insurance companies and various other correspondence. I liaised with various court registry contacts to fix court dates, I drew hearing/mention notices and instructed service thereof and later drew and filed Affidavits of Service. I also conducted legal research and drafted legal opinions and submissions.
- I liaised with various industry contacts, police and investigators/tracers to obtain information essential to prosecution of cases. I drew fee notes and court updates to clients. I also extracted rulings, judgments and decrees, processed warrants of attachment and engaged auctioneers for execution.
- In a converse manner, I also worked very closely with the advocates in defending personal injury claims for various insurance companies in which the law firm was empanelled. I contacted the insured/respondents/defendants) and obtained their witness statements. I drafted and filed Memorandums of Appearance, defences and later submissions. I conducted legal research and drafted legal opinions of the cases. I drew various correspondence, fee notes, court updates and prepared Status Reports for our clients. I also dealt with case mapping pending requests and other e-filing issues.
- I worked closely with the advocates as they negotiated with various third party advocates on apportionment of liability in claims and I drafted the consents to be adopted by courts. I also worked closely with the advocates in out-of-court settlement of some claims and grasped the attendant negotiations and correspondence.
- I conducted Motor Vehicle searches, drew demand letters, drafted and filed pleadings in **Material Damage** claims and assisted clients in obtaining Motor Vehicle/Motorcycle Assessment and Re-inspection Reports. I also worked closely with the advocates attending court and followed the court sessions.
- **Taxation** matters: I was solely responsible for drafting and filing Advocate-Client Bills of Costs against an insurance company. This was in over 30 High Courts Stations across the country and I was involved in the whole process from drafting, e-filing and liaising with various court registry contacts to fix court dates. I worked closely with the advocates attending court and followed the court sessions and I later extracted the Rulings & Certificates of Taxation and forwarded them to the respondent(insurance) for settlement. I later drafted and filed the Applications for Entry of Judgment and fixed their court dates. I later extracted the resultant rulings and decrees, processed warrants of attachment, engaged auctioneers for execution and ensured actual realization of the taxed amounts.
- ✓ In the process I also got to grasp strategies of defending an insurance company in taxation matters, especially where there's an executed Service Level Agreement(S.L.A).
- While at this law firm I also worked on and gained experience in: **Conveyancing** matters(Transfer of Land transactions & Perfection of Securities for various banks and microfinance institutions), **Employment matters, WIBA Claims** and **Debt Collection**.. I also contributed educative legal content in **articles and social media posts** posted daily on the firms social media platforms.

◇ AWARDS: **Employee of the Year, 2023 - Goals Satisfaction**

2. LEGAL ASSISTANT : Dec, 2021 - Feb, 2023

Kathambi Rwito & Company Advocates, Nairobi.

Duties and Responsibilities:

- I drafted and filed various pleadings in **children's cases (custody&maintenance), divorce matters,**

personal injury matters, employment matters as well as **debt collection**. I drew and replied to demand letters. I also drafted various **agreements** and **contracts**, conducted legal research and drafted legal opinions and submissions.

- I offered clerical and administrative support functions such as receiving documents, opening files, retrieving and reviewing files for relevant action, maintaining and updating the master diary with court dates and I also liaised with external advocates handling court matters on behalf of my employer.

3. FREELANCE WORK : Jan, 2021 - Dec, 2021

Duties and Responsibilities:

- I did various tasks assigned by various advocates such as drafting various pleadings to be filed in various courts, I conducted legal research and drafted legal opinions and submissions.
- I attended to matters at various court registries such as filing pleadings, fixing dates & extracting decrees. I also did land registry errands such as conducting official searches over properties & lodging documents for registration. I also served court processes in and out of town.

4. PUPILLAGE : Jul, 2020 - Dec, 2020

Kariuki E. & Company Advocates, Kitengela.

Duties and Responsibilities:

- I conducted legal research, drafted various pleadings, legal opinions, submissions, various affidavits, notices, correspondence and other documents as instructed.
- In **Conveyancing** I drafted Sale of Land agreements, prepared Transfer forms, spousal consent affidavits and LCB consent forms, collated completion documents and corresponded with clients. I also drafted Charges or Discharges of Charges over properties for various financial institutions.
- In **Probate & Administration** matters I drafted Petitions for Grants of Representation.
- I opened new files, maintained the file register and diarized court dates for all ongoing cases. I also provided administrative support including receiving documents, walk-in clients and attending to their needs as well as receiving calls and resolving client concerns whenever possible.

EDUCATION

1. Postgraduate Diploma in Law (Pg.Dip. Law)

Kenya School of Law

2. Bachelor of Laws (LL.B)

Jomo Kenyatta University of Agriculture and Technology, School of Law

ADDITIONAL SKILLS AND COMPETENCIES

- ✓ I am tech-savvy and able to apply legal tech tools to boost efficiency and increase productivity.
- ✓ I have good written and verbal communication skills.
- ✓ I have good organizational skills that aid me in balancing priorities and coordinating work effectively.
- ✓ I work well under pressure, and with minimum or no supervision, to ensure timely delivery of tasks.

INTERESTS

- Attending events, shows and exhibitions.
- Volunteering in charitable causes.
- Gardening and landscaping.

REFEREES

1. Ms. Kinyua A. Njoki

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Managing Partner, Kinyua & Maingi Advocates.
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2. Mr. Owade Timothy

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3. Mr. Kariuki E. Kamau

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