

# ATUHEIRE HELLEN

| [atuheirehellenah8@gmail.com](mailto:atuheirehellenah8@gmail.com) | Kampala Uganda

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## PROFESSIONAL PROFILE

Dedicated legal professional with over three years of progressive experience supporting advocates in litigation, legal research, and court processes with proven ability in drafting pleadings, managing case files, and conducting client interviews. Strong working knowledge of Ugandan laws, court procedures and alternative dispute resolution. Skilled in building partnerships and collaborations with stakeholders.

## PROFESSIONAL EXPERIENCE

**Senior Legal And Administrative Officer- Universal Technology And Management University (UTAMU)** March 2026- present

- Corporate Governance
- Contract Drafting
- Regulatory Compliance

**Volunteer – Platform for Labour Action (PLA)** January 2025 – February 2026

- Provide legal and advisory support in labour and human-rights cases.
- Conduct legal research and analysis on social justice, access to justice, and compliance with international standards.
- Draft legal briefs, client advisories, and case summaries.
- Support awareness programs and community outreach.

**Assistant Legal Personnel/PA – Biplous (U) Ltd** January 2024 – December 2024

- Ensured company compliance with legal obligations and internal policies.
- Conducted legal research and prepared internal legal opinions.
- Maintained confidential case records and advised on compliance risks.
- Liaised with external counsel and represented the organization.

**Legal Assistant – Yiga Advocates** August 2023 – January 2024

- Drafted pleadings, affidavits, and memoranda for litigation.
- Conducted research in constitutional, administrative, and human rights law.
- Assisted counsel in court submissions and client management.

## EDUCATION

<b>Award</b>	<b>Class Attained</b>	<b>Institution</b>	<b>Year</b>
Postgraduate Diploma in Legal Practice	Merit (Second Class Upper)	Law Development Centre	2024
Bachelor of Laws (LLB)	Second class Honors (Lower Division)	Makerere University,	2023

### Key Skills

- Legal Research & Drafting
- Pleadings preparation and court filing
- Litigation support
- Knowledge of Ugandan laws and procedures
- Risk assessment and compliance
- Stakeholder Coordination and communication

### Technical Skills

- Legal Databases: LexisNexis, ULII, AfricanLII, ECMIS
- MS Office Suite: Word, Excel, PowerPoint (advanced formatting and referencing)
- Legal Writing, Briefing & Research Summaries
- Digital Records Management & Legal Documentation

### REFERENCES

**Available on request.**

