

# OSCAR MTSHWENI

## Law Graduate

Available immediately.  
(Willing to travel and relocate)

076 993 0908  
ov.mtshweni@gmail.com

### Professional Summary

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Dynamic and enthusiastic LLB graduate with good legal drafting, legal research and writing skills. Former Peer Counsellor with strong ability to maintain and process records, and work with sensitive and confidential information. Keen to make a significant contribution in an ambitious and exciting institution that offers a genuine opportunity for progression. Adaptive with eagerness to produce results, bring positive change, drive efficiency, upskill and gain experience through your company.

### Education and Qualifications

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**2020 – 2023: Bachelor of Laws (LLB)**, University of Limpopo (UL)

**2017 – 2019: Grade 12 (NSC)**, Musa Secondary School

### Volunteer Experience

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**Deputy Chairperson**, Umndeni at Turfloop – University of Limpopo

**03/2023 – 11/2023**

Roles and responsibilities:

- Facilitated recruitment procedures for learners and provided clarity on all queries.
- Encouraged spirit of unity and peace.
- Assisted students with academic challenges.
- Formed task teams for different events.
- Overlooked all functions of other committee members.

**Peer Counsellor**, Centre for Student Counselling and Development (CSCD) – UL

**11/2022 – 11/2023**

- Roles and responsibilities:
- Maintained and processed records of counselling sessions.
- Liaised with stakeholders on queries and follow ups.
- Assisted students to schedule for counselling appointments.
- Encouraged students to attend motivational talks.
- Organised academic and general wellness workshops.
- Conducted and participated in presentations.
- Offered general administration support at reception.

## **Volunteer Experience (Continued...)**

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**Mentor**, Baditi Student Support Programme (BSSP) – University of Limpopo

**03/2022 – 07/2023**

Roles and Responsibilities:

- Organised study sessions.
- Monitored progress and identified needs of students.
- Helped students with course content.
- Filed attendance records and observation forms.

## **Language Proficiency**

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IsiNdebele: *Native Proficiency*

Zulu: *Full Professional Proficiency*

English: *Full Professional Proficiency*

Sepedi: *Full Professional Proficiency*

## **Skills and Competencies**

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- Vehicle driving skills – C1 (Code 10) driver's license
- Good drafting and interpretation of legal documents
- Legal research and writing skills
- Good general administration skills
- Good communication skills (both written and verbal)
- Planning and time management skills
- Analytical problem-solving abilities
- Good interpersonal skills
- Ability to work independently and within a team
- Computer literacy
- Proficiency in MS Office programs (MS Word, MS Excel, MS PowerPoint, MS Outlook)
- Ability to follow guidelines and apply knowledge
- Adaptability – demonstrated eagerness to learn and be mentored
- Results-focused when performing tasks
- Flexible self-starter
- Respect, mutual trust, and openness in relationships
- Critical thinking skills