

# ***SIPHELELE MEMELA***

## **Bachelor of Laws (LLB)**

**Phone:** 0749459880

**E-mail:** [suthusphelele99@gmail.com](mailto:suthusphelele99@gmail.com)

**Licence:** Code 10

**Gender:** Male

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Detail-oriented and driven law graduate eager to embark on a career as a candidate attorney within a reputable law firm. Possessing a strong academic background in law coupled with internships and extracurricular activities that have honed research, analytical, and communication skills. Seeking an opportunity to contribute to a dynamic legal team, gain hands-on experience, and develop a solid foundation in various areas of law under the guidance of experienced mentors. Committed to delivering excellence, upholding ethical standards, and pursuing continuous professional growth in the legal field.

## ***Education***

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**2023 – 2024 | Business Analysis NQF L6, MICT Seta**

**2019 – 2022 | Bachelor of Laws (LLB), University of Zululand**

**2016 – 2018 | National Senior Certificate, Mqhakama High School**

## ***Work History***

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**2023-08** Graduate

**Current** BankservAfrica

**Key responsibilities (to a limited extent):**

- Provide accurate and timely legal advice to various departments within BankservAfrica.
- Draft, review, and negotiate contracts and agreements with clients, suppliers, and partners through business units.
- Ensure that all contracts are in compliance with applicable laws and regulations and align with BankservAfrica's business objectives and risk appetite.
- Conduct legal research on complex issues.
- Continuous Learning: Stay abreast of developments in law.
- On Compliance's side: I will continue to assist in enforcement of the PayShap Scheme rules.
- Administration.

**2022-02 -** Student Representative

**2022-10** *University of Zululand (Law clinic) part-time.*

**Key responsibilities:**

- Advocate on behalf of students in disputes or disciplinary matters.
- Represent or advise students involved in disciplinary proceedings.
- Inform students about their rights and responsibilities under the university's code of conduct.
- Provide support to students in crisis situations that may lead to disciplinary action, offering guidance and connecting them with appropriate resources.

- Handle sensitive information confidentially and respectfully, understanding the impact of disciplinary actions on students' academic and personal lives.
- Provide regular feedback to the student community about disciplinary trends, issues, and policy changes.
- Conducting Street Law

**2020-06-** Vacation Work

**2020-08** *BBB Attorneys*

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### ***Key Responsibilities***

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- Helping prepare cases for trial, including organizing exhibits, preparing witness lists, and assembling case materials.
  - Conducting research on case law, statutes, and legal precedents relevant to the matters being handled by the Firm.
  - Reviewing and summarizing documents, such as case files, transcripts, and evidence, which are relevant to ongoing cases.
  - Observing negotiation sessions, either internally or with clients and other parties.
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### ***Skills***

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- Strong research
- Document oversight
- Ability to handle confidential information
- Proficient in Microsoft Office
- Teamwork and Collaboration
- Professionalism and ethical standards
- Written communication

### ***Achievements***

AWS Cloud Practitioner Essentials Training.

### ***References***

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**Mpho Maleka** | Senior Legal Counsel | BankserAfrica | 0762486572

**Lunga Yeni** | Director | BBB Attorneys | 0396825540

**Adv Sogoni** | Director/Lecturer | UNIZULU Law clinic | 0767247217