



# VHUHWAVHO MUSHASHA

Aspiring Candidate Attorney

## OBJECTIVE

Recent Law graduate with comprehensive academic knowledge and hands-on experience through Practical Vocational Training, seeking a challenging position as a Candidate Attorney where I can further develop my legal skills and contribute to the success of the firm. Possessing a strong work ethic, a detail-oriented approach to legal research and documentation, and reliable personal transportation, I am eager to bring my dedication and proactive attitude to a dynamic legal team.

## PERSONAL DETAILS

Name: Vhuhwavho Mushasha  
Date of Birth: 25 February 1996  
Nationality: South African  
Criminal Record: None  
Driver's License: Code 10  
Phone: 069 297 0662 / 072 468 5276  
Email: [vhuhwavhomushasha@outlook.com](mailto:vhuhwavhomushasha@outlook.com)



## EDUCATION

### QUALIFICATIONS:

- ❑ **Practical Legal Training (PLT)**  
LSSA – UNISA Distance Course  
2022
- ❑ **Bachelor of Laws (LLB)**  
University of South Africa  
2021
- ❑ **National Senior Certificate**  
Thengwe High School  
2014

## WORK EXPERIENCE

### Financial Controller

#### Jacobsisa Pty Ltd – Ka-Nwamatatani

June 2023 – Present

- ❖ Managing financial reporting and analysis.
- ❖ Overseeing budgeting and forecasting.
- ❖ Ensuring compliance with financial regulations.
- ❖ Managing accounting and financial systems.
- ❖ Monitoring cash flow and liquidity.
- ❖ Supervising financial staff.
- ❖ Providing financial guidance to senior management.
- ❖ Implementing cost-saving strategies.
- ❖ Conducting internal audits.
- ❖ Evaluating and improving financial processes.

### Bookkeeper

#### FinCorner – Ha-Masia

November 2021 – June 2023

- ❖ Record day-to-day financial transactions and complete the posting process
- ❖ Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger, and general ledger
- ❖ Bring the books to the trial balance stage
- ❖ Perform partial checks of the posting process
- ❖ Enter data, maintain records, and create reports and financial statements
- ❖ Process accounts receivable/payable
- ❖ Handle payroll in a timely manner

## SKILLS

---

- Microsoft Office
- Excellent communication skills (verbal and written)
- Litigation skills
- Knowledge of Law and Legal procedure
- Drafting legal pleadings
- Administration and finance skills
- Medication and crisis intervention
- Facilitation and planning
- Detail orientated
- Legal Document Preparation skills
- Proficiency in Microsoft Office applications
- Effective communication skills.
- Efficiency and time-management
- Producing financial reports that are aligned with accounting standards

## LANGUAGES

- TSHIVENDA (Primary Fluency)
- ENGLISH (Full Professional Proficiency)
- XITSONGA (Full Professional Proficiency)
- ISIZULU (Professional Working Proficiency)
- NDEBELE (Professional Working Proficiency)
- SEPEDI (Professional Working Proficiency)
- ISIXHOSA ((Limited Working Proficiency)
- SETSWANA (Limited Working Proficiency)
- SESOTHO (Limited Working Proficiency)

## Managing Director

### Divinely Styld – Ha-Masia

August 2020 – January 2022

- ❖ Setting company goals and objectives.
- ❖ Developing and implementing strategic plans.
- ❖ Overseeing daily operations and departments.
- ❖ Managing finances and budgets.
- ❖ Leading and mentoring the management team.
- ❖ Making key business decisions.
- ❖ Building and maintaining stakeholder relationships.
- ❖ Ensuring compliance with regulations.
- ❖ Monitoring performance and KPIs.
- ❖ Driving growth and profitability.

## REFERENCES

---

Available upon request