

Ms Yazina Ngumbela
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CAREER OBJECTIVE

I am an organised and result driven LLB graduate from the University of Johannesburg with proven leadership skills, analytical skills, and a desire to learn more. I am flexible with proven ability to succeed in a fast paced environment.

EDUCATION

Institution: University of Johannesburg (2020-2023)

Qualification: LLB

Overall average: 69%

School: Little Flower Senior Secondary School (2019)

Qualification: National Senior Certificate

Overall average: 76%

KEY SKILLS & ATTRIBUTES

- Excellent communication skills (written and oral).
- Good Microsoft skills.
- Excellent leadership skills and Teamwork.
- Good time management and administrative skills.
- Strong analytical skills.
- Great interpersonal skills.
- Great attention to detail.
- Problem solving.

EXPERIENCE AND ACTIVITIES

Institution: **University of Johannesburg Law Clinic**

02/2023 – 05/2023

Position: Student Advisor

Description:

- Conducted client consultations.
- Gave advice to clients under supervisor's guidance.
- Conducted legal research.
- Wrote legal memorandum.
- Managed 2 case files.
- Drafted client correspondence.
- Successfully closed 2 case files.

Institution: **University of Johannesburg**

Ndlovukazi Ladies Residence. 03/2022-10/2022

Position: Head Residence Academic Advisor

Description:

- Lead a team of 7 academic advisors.
- Helped students with adjusting to university life.
- Assessed students' academic progress to tailor intervention.
- Wrote monthly reports on student performance.
- Supervised study sessions and tracked student attendance.
- Successfully ensured that no student faced academic exclusion.

Institution: **Bowmans Commercial Law Virtual Experience Programme** 02/2021-09/2022

Position: Student Trainee

Description: Completed practical task modules in –

- General Finance: Security in a loan facility.
- Mergers and Acquisitions: Electronic signatures in South Africa.
- Employment: Retrenchment proceedings in terms of section 189A of the South African Labour Relations Act 66 of 1995.
- Litigation: Initiating proceedings, understanding the rationale behind court documents and scheduling timelines.
- Competition: Draft a memorandum giving competition law advice for a potential merger.

Institution: **Backer McKenzie** 09/2021-10/2021

Position: Mentee

Description: Completed the following modules: -

- Introduced to different areas of law.
- Completed a research assignment in mergers and acquisitions.
- Building resilience to strive under pressure.
- Networking, business development and what clients want.
- Acing your personal brand.

ACHIEVEMENTS

- University of Johannesburg senior undergraduate merit bursary (2021)
- University of Johannesburg first year merit bursary (2020)

REFERENCES

Available upon request.