



ANELE MKHIZE

LLB GRADUATE

PROFESSIONAL SUMMARY

An enthusiastic, ambitious and dedicated LLB graduate. My experience in fast paced environments has made me adaptable, resilient, and has perfected my time management skills. Completing my Practical Legal Training course full time equipped me with the necessary skills and experience, such as legal drafting, litigation, and legal research, which have made me ready to work in the legal world.

CONTACT

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Email:
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Location: Johannesburg, Gauteng

LANGUAGES

English
IsiZulu

SKILLS

Computer Literacy
Legal Drafting
Legal Research
Legal Writing
Administrative
Client service
Communication
Driver's License [Code 8]

EDUCATION

Illovo Paralegal College of Education

Practical Legal Training(PLT).

2023

University of Johannesburg

Bachelor of Laws(LLB).

2018 – 2021

Law clinic.

Student Community Engagement Volunteer.

Peer Educator at the Institutional Office for HIV&AIDS.

Queensburgh Girls' High School

National Senior Certificate.

2014 – 2017

Representative in the Representative Council of Learners..

Merit Awards & Academic Colours.

WORK EXPERIENCE

Discovery Bank

Banker.

January 2023 – August 2023

- Took ownership of client queries, and ensured efficient and effective resolutions.
- Dealt with escalated queries and found proactive and innovative solutions to client's problems.
- Collaborated with team members for efficient service delivery.

Synexus Clinical Research

Research Study Assistant.

May 2022 – December 2022

- Assisted with general administrative duties
- Supported researchers in collecting and recording data for the studies.
- Assisted with recruitment of patients to participate in the study.

REFERENCES

Malehlohonolo Makwakwa - Manager (Discovery Bank)
066 253 3427