

ASMAA SABAN

LLB Graduate

CONTACT



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Cape Town



+27 84 372 4376

KEY SKILLS

- « Legal Research
- « Consultation Skills
- « Team Collaboration and Coordination
- « Document Review, Management & Consolidation
- « Interpersonal Skills

PROFILE

My name is Asmaa Saban and I am an LLB graduate currently seeking Articles of Clerkship. I believe I would make an excellent Candidate Attorney at your firm because I am an honest, respectful, and solution-driven employee. My character, together with the legal experience I have gained thus far, is what separates me from other candidates.

During the course of my studies, I gained experience in the legal field whilst working at the UWC Law Clinic. Additionally, I was a volunteer at the Athlone District Legal Advice Office, where I conducted client consultations and provided legal advice, thereby further facilitating my legal experience.

I am eager to develop my legal skills and build on my knowledge base and would appreciate the opportunity to conduct my legal training at your firm.

EDUCATION

- 2017** **National Senior Certificate**
Windsor High School, Cape Town
- 2018 – 2022** **LLB (Bachelor of Laws)**
University of the Western Cape, Cape Town
- 2023** **Practical Vocational Training**
University of Cape Town

PROFESSIONAL EXPERIENCE

- LEGAL SECRETARY** **2023**
Khan & Kootbodien Inc. **Cape Town**
Working at the firm provided valuable insight into a law firm's culture. Whilst the majority of my duties were secretarial in nature, this role exposed me to both civil and criminal litigation, and allowed me to develop the following skills:
 - *Document Management*
 - Organising and filing voluminous documents.
 - Maintaining the internal document filing system.
 - *Legal Research*
 - Preparing internal research notes in preparation for the Director's client consultations
 - *Legal Drafting*
 - Drafting of affidavits relating to the service of documents and court process.
 - Drafting of formal correspondence (letters and emails) using company templates.
 - *General Administrative Tasks*
 - Liaising with the Sheriff's Office, scheduling consultations between clients and directors, taking meeting minutes and creating internal files.

- LEGAL VOLUNTEER** **2023**
Athlone District Advice Office **Cape Town**
As a dedicated volunteer at the Athlone District Advice Office, I worked closely with individuals from underserved communities, offering legal guidance and assistance. The skills I developed included:

IT SKILLS

Microsoft Office



Research Databases Proficiency



PROFESSIONAL EXPERIENCE (CONTINUED)

- *Client Consultations*
 - Attended client consultations, wherein I obtained all the information relevant to a client's case and provided legal advice where necessary.
- *Legal Drafting*
 - Drafting of Wills and Lease Agreements for clients upon request. This allowed me to further develop the skill of retrieving all relevant information from a client.

COMMUNITY BASED MONITOR

2023

Black Sash

Cape Town

I assisted Black Sash in its assessment of the National Payment System. We examined whether the system was efficient and effective in meeting the needs of social grant recipients. The skills I developed include:

- *Consultation Skills*
 - In monitoring the payment process, I consulted with grant recipients for purposes of determining whether they experienced any issues in receiving their grant payments.
 - Prepared summaries of the issues experienced.
 - Liaised with consultants at several government pay-points to identify areas of improvement.
- *Research Skills*
 - Researched methods of receiving grant payments through different government institutions, including SASSA and the South African Post Office.
 - Advised grant recipients on the processes of the aforementioned institutions.

DATA CAPTURER

2022

JUTA & Company (Pty) Ltd

Cape Town

Assisted in information auditing and information verification. The skills I developed include:

- *Organisational Skills*
 - I retrieved information for purposes of maintaining the company's database.
 - Once information is verified, I grouped all the data captured under its respective organisations.

REFERENCES

Yusuf Khan <i>Khan & Kootbodien Inc.</i> Director Email: yusuf@kklegal.co.za Tel: +27 82 7786 112	Brian Alcock <i>Athlone District Advice Office</i> Site Manager Tel: +27 81 594 0534
Fuzlin Toffar <i>JUTA & Company (Pty) Ltd</i> Print Production Specialist Tel: +27 72 677 7376	