

-Managed scanning and printing of client documents, maintaining organised and accessible records

LEADERSHIP EXPERIENCE

2019-2022

IIE Varsity College Moot Court

Waterfall

- Participated in multiple moot court competitions, honing my legal research skills and analytical abilities.
- Conducted thorough legal research to understand complex legal issues and develop comprehensive solutions.
- Analysed research findings to identify key legal arguments and construct persuasive arguments.
- Developed critical thinking skills, particularly in relation to legal principles and their application.
- Gained experience in crafting professional legal solutions and presenting them effectively.

AWARDS & HONOURS

- Top achiever for Higher Certificate in Legal Studies at The Varsity College in Gqebera.
- Ranked among the top 3 achievers in my third year LLB.
- Top Student for Bachelor of Laws Degree in 2023 at Varsity College in Waterfall.
- Academic Excellence Award.
- PH Group Honor Medal.

SKILLS AND COMPETENCIES

- Legal drafting and writing legal opinion skills.
- Skilled to make proper use of knowledge and problem-solving.
- Interpersonal skills developed through work experience.
- Successful working in a team environment, as well as independently.
- Skilled in file management honed through Practical Legal Training.
- I can manage workload, thoroughly plan and be organised at all times and meet deadlines.
- Ability to work under pressure.
- Able to take initiative, critically evaluate complex problems, develop alternatives and consider their impact on the organisation.
- Analytical skills and exceptional argument construction honed through legal education.
- Strong written and verbal communication.
- Meticulous attention to detail and proficient in legal research.

IT: MS Office (Word and Power-Point)

Language Proficiency: English and isiXhosa

Drivers Licence: Code 8