

083 290 4710
rheamaistry@gmail.com
Durban / South Africa
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SKILLS



EDUCATION

Bachelor of Laws – (2020 – present)

University of Kwa-Zulu Natal
Deans Commendation

Academic Average – 66%

National Senior Certificate – (2013 -2017)

Belverton Secondary School
Bachelors Pass
Student Leader

ABOUT ME

I am a final year LLB student at the University of Kwa-Zulu Natal. I have a great interest in the law of contract and commercial law. I am eager to learn new skills and expand my legal career.

I am a confident, hardworking, and trustworthy individual possessing excellent communication skills. I enjoy volunteering, watching documentaries and movies, and exploring what nature has to offer during my free time.

EXPERIENCE

Receptionist

Durban Urologist/ Tongaat/ Since March 2024

Providing a warm welcome, managing appointment scheduling, and ensuring a smooth flow of communication between patients and healthcare professionals.

Key responsibilities include:

Handling phone calls and maintaining patient records with confidentiality.

Managing billing and insurance processes and providing administrative support to ensure the office operates efficiently.

Maintaining the doctor's diary.

Property Management

Tongaat / 2019 - present

Support with the management of rental properties, overseeing various aspects and tenant satisfaction. Key responsibilities include:

General management of rental properties, including coordinating lease agreements and ensuring timely renewals.

Efficient collection of rent and utility payments, maintaining accurate records, and addressing any discrepancies promptly.

Conducting routine inspections to assess property condition, identify maintenance needs, and ensure compliance with safety regulations.

Facilitating necessary maintenance and repairs, liaising with contractors and service providers to promptly address any issues and uphold property standards.

Vacation Work

Thomson Wilks Inc / La Lucia Ridge / July 2023 / December 2023

During both winter and summer vacations, I had the privilege of serving as a vacation work student at Thomson Wilks Inc. for two weeks. This opportunity provided invaluable exposure to the practical legal world and significantly enhanced my understanding of legal procedures. My time at Thomson Wilks Inc. was instrumental in honing my legal skills and provided a solid foundation for my future endeavours in the legal field.

Some highlights of my experience include:

- Indexing and paginating legal documents.
- Compiling various legal documents.
- Drafting a sheriff's letter and liaising with the sheriff's office.
- Preparation of legal documents such as combined summons, default judgment, summary judgment, provisional sentence summons, and amendments to summons.
- Court shadowing activities, including issuing documents, requesting files, and observing clerks for both opposed and unopposed matters.
- Handling general administration tasks such as copying, email and letter correspondence, printing, and scanning.
- Peruse family law files to gain practical insight into family law procedures.
- Experience working on CaseLines and experience in preparing advocate's briefs.

Aspen Legal Workshop 2022

Aspen / La Lucia Ridge / September 2022

I participated in an intensive workshop hosted by Aspen, which offered invaluable practical exposure to legal practices in a multinational commercial setting. The workshop provided comprehensive insight into the dynamics of in-house legal functions, offering a nuanced understanding of real-world legal scenarios.

Notable highlights of the workshop include:

Engagement with a compelling case study, fostering critical thinking and problem-solving skills.

Covered various areas of the law, including Intellectual Property, Commercial Law, and Contract Negotiation & Drafting.

Interactive sessions and discussions, facilitated by industry experts, enhance understanding and application of legal concepts in a commercial context.

SKILLS

8 / 10

Public Speaking & Presentations

8 / 10

General Administration

9 / 10

Team Leader

10 / 10

Planning & Organisation

9 / 10

Negotiation

Member of Golden Key International

Volunteer Work




Belvedere Shri Mariammen Dhurga Temple / Tongaat / 2018 - present

Actively contribute as a volunteer within the organization, engaging in various roles to support its mission and operations. Key responsibilities include:

Planning and coordinating events and meetings, ensuring smooth execution, and fostering community engagement within the organization.

Assisting with administration tasks related to the current building and renovation project, contributing to the efficient management of resources and timelines.

Playing a hands-on role in the preparation of meals provided by the organization, ensuring the well-being of members and attendees.

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PERSONAL INFORMATION

Nationality

South African

Driver's License

Yes (since 2018)

Residential Area

Durban

Languages

English, isiZulu, Afrikaans & Hindi

FUTURE ASPIRATIONS

After obtaining my LLB, I wish to practice as an attorney, specializing in commercial law. My long-term goal is to work as an in-house counsel.

Obtaining an MBA is another goal I wish to accomplish. I believe that having the knowledge of business operations will assist me in my long-term goal of becoming an in-house counsel.

REFERENCES

Dr Dhes Naidoo

Durban Urologist – Dr Dhes Naidoo

076 705 8975

Keshyn Moodley

Belvedere Shri Mariammen Dhurga Temple - Vice – Chairperson / Priest

081 320 9053

Adam Mitchell

Thomson Wilks Inc - Attorney

087 056 0106

Sagren Maistry

Property Management – Landlord

079 883 6492