Thembinkosi Zwane Curriculum Vitae

Zwanethembi14@gmail.com

0736107310

1. Core Skills

- Verbal and Communications skills
- Leadership skills
- Ability to multitask and prioritize
- Problem solving skills
- Team oriented
- Deadline driven
- Customer service skill
- Able to work under pressure
- Negotiations skills
- Leadership skills
- Knowledge of relevant legislation
- Professionalism
- Administration

2. Work Experience

Company/Organization: Nkosi Nkosana Attorneys

Period : 2012 until 2014

Position : Legal secretary

Responsibilities:

- Consulting and taking instruction from clients in Motor Vehicle Accident matters.
- Assessment of Motor Vehicle Accidents merits.
- Assessment of Motor Vehicle Accident Quantum.
- Ensuring legal compliance with the Prescription Act and RAF Act and its regulations.
- Lodging of MVA claims on behalf of clients.
- Regular follow ups with claim handlers from RAF offices.
- Liaising with the claim handlers from RAF offices and negotiating offers on behalf clients.
- Drafting of pleadings and legal opinions.

- Attend to apply for trial dates.
- Attendance of MVA judicial case management.
- Drafting of correspondence letters.
- Attend to index and pagination of court files.
- Drafting of briefs to counsels.

- Reporting to clients regularly.

- Legal research and case law where applicable.
- Drafting of legal opinion on Third party claim in both Magistrate and High Court.
- General civil litigation matters.

Reference: Ms DINAH Moola
Contact: 011 894-6967

Company/ Organization: MA Selota Attoeneys Inc.
Period : 2015-2017
Position : Legal Secretary
Responsibilities:

- Consultations with clients to take instructions.
- Keeping record of telephone consultations.
- Peruse merits documents, hospital records as well as RAF1.
- Gathering MVA lodgment documents and giving feedback to clients.
- Issue summons in accordance with applicable precedents and give feedback to clients.
- Keep receipts of payments and proper recording of payments.
- Record keeping.
- Report files that are due to be prescribed in less than a year.
- Prepare executive summary of claims.
- Draft every necessary notice.
- Always get the client to come in for necessary consultations, such as discovery consultation and signatures.
- Arrange medico-legal appointments for clients.
- Prepare index and paginate files, conduct consultation with clients in preparation for trial and proper research for trials.

Company/ Organization: Ratshivhombela Attorneys Inc

Period **: 2018 until May 2021**

Position **: legal secretary**

Responsibilities

- Consultation with clients
- Drafting of legal documents

- Handling of client matters in various aspects of the law which includes civil claims, Road Accident Fund, divorce, eviction matters and other matters

- Schedule meetings
- Presentation of work done to the director
- Implementation of strategies to be adhered to for the growth of the company

- Manage posting and delivery of documents
  Distributing information to other colleagues as and when necessary

Company/ Organization: Mngqibisa Attorneys
Period : 2023- to date
Position : Legal secretory
Responsibilities:

- Consultations with clients to take instructions.
- Keeping record of telephone consultations.
- Peruse merits documents, hospital records as well as RAF1.
- Gathering MVA lodgment documents and giving feedback to clients.
- Issue summons in accordance with applicable precedents and give feedback to clients.
- Keep receipts of payments and proper recording of payments.
- Record keeping.
- Report files that are due to be prescribed in less than a year.
- Prepare executive summary of claims.
- Draft every necessary notice.
- Always get the client to come in for necessary consultations, such as discovery consultation and signatures.
- Arrange medico-legal appointments for clients.
- Prepare index and paginate files, conduct consultation with clients in preparation for trial and proper research for trials.

Reference: Mr A Mngqibisa
Contact: 011-354-0112

3. Education, Qualifications and Training

- Grade 12 (National Senior Certificate) at watersrand High School