

ZIMKHITHA FAITH MBHEKENI

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PROFESSIONAL SUMMARY

I hold an LLB degree encompassing a solid understanding of the law and legal-practice and a humanities Bachelor of Arts degree majoring in Law and Political Sciences. I am currently registered as a full-time LLM: Commercial Law candidate at the University of Johannesburg. I have a sufficient background in office administration. I want to enhance my educational and professional skills in a stable and dynamic workplace, and be a part of a corporate firm or government department that offers a positive atmosphere to learn and implement new skills and legal expertise for the betterment of the organization. I am offering to bring my strong sense of dedication, motivation, and responsibility to the organization, and to utilize my skills gained in both my undergraduate and postgraduate qualifications obtained through the University of the Witwatersrand.

EDUCATION

Master of Laws – In Progress

Bachelor of Laws (2018 – 2019) – Completed

Bachelor of Arts Law (2014 - 2017)

Majors: Law and Political Studies (Degree obtained 2017)

Law Occasional (Feb – Nov 2017)

University of the Witwatersrand, South Africa (Completed 2017)

Rand Girls School (2009 – 2013)

National Senior Certificate

EXPERIENCE

Wits Law Clinic - Family Unit: February – November 2019

Student Counsellor – Practical Legal Studies:

Open files and consulting with clients,

Legal drafting and research,

Prepare written and telephonic correspondences for attorney.

Adams & Adams: 01 July – 12 July 2019

Vacation work:

Trademark Litigation – Trademark and Copyright rights, drafting of documents, opposing proceedings, infringements and litigation.

Commercial Property Litigation – Insolvency and Banking, drafting (pleadings & correspondences), Telephonic calls, case analysis, court filing.

Sanda MG Capital (Pty) Ltd: December 2017

Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting the public, typing, proofreading, filing, sorting and handling incoming and outgoing mail.

Alexandra Justice Center (LegalAid South Africa): June – July 2017

Prepared written correspondence for the attorneys.

Attended court proceedings and prepared summaries on cases.

Advised clients on legal matters such as prospects of their case.

Kept minutes during court sessions and staff meetings.

Organized the legal filing system.

Senzo Senzela Shuttle Services: November – December 2016

Scanned physical files into digital records.

Maintained a clean, orderly and welcoming reception area.

Managed electronic records database and handled all file requests.

Managed reception activities, including greeting visitors, answering phones and maintaining the front desk in an organized manner.

ACADEMIC AWARDS

Certificate of First Class 2016: Bill Of Rights – Constitutional Law

Certificate of First Class 2017: Criminal Law

Certificate of First Class 2019: Law of Succession

Certificate of First Class 2019: Law of Evidence

SKILLS

Proficient Customer service
Office administration
Problem solving and case analysis
Critical thinker and active listening
Efficient in oral and written communication
Exceptional in filing, Data archiving and Research

CHARITABLE PARTICIPATION

Twilight Children's Home – Kitchen duties, tutoring.
Johannesburg Mini Councillor – Perishables and Non-Perishables, Blanket Drives.
The Door of Hope – Donations.
Queen Alexandra Retirement Home (Orange Grove) - Assistance to Elderly.
Gerald Fitzpatrick House (Bertrams) – Assistance to Elderly.

REFERENCES

Dr Emile Zitzke
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