|  |  |  |  |
| --- | --- | --- | --- |
| Tumelo Ngoma  **Legal Graduate at Cognia Law** | | | |
|  |  |  |  |
| |  | | --- | | **CONTACT** |   *Address*  Room L215  Eduardo Dos Santos  Bellville  7535  *Phone*  072 768 6925  078 979 5951  *Email*  Ngomaft@yahoo.com   |  | | --- | | **SOCIAL** |   Ngoma Tumelo   |  |  | | --- | --- | |  |  | |  |  | |  |  |  |  | | --- | | **QUALIFICATIONS** |   **PLT Certificate**  University of Cape Town  *2019 - 2019*  **PG Certificate Law in Compliance Management**  University of Cape Town  *2019 - 2019*  **Bachelor of Laws LLB**  University of Western Cape  *2015- 2018*  **LLM in Corporate law**  University of Western Cape  *2019 – 2020*   |  | | --- | | **INTERESTS** |   Jogging  Hiking  Cycling |  |  | |  | | --- | | **OBJECTIVE STATEMENT** |   I am a Legal Graduate at Cognia Law. I am currently doing master’s degree in Commercial law, enrolling for PLT night school and completed PGC in Compliance Management at UCT. I further, have 11 months of working at the UWC Law Clinic and 6 months experience in a corporate legal environment rotating in different departments.  I have experience in contract drafting, contract review, legal research, Proof reading, and compliance regulatory work. I am seeking a fresh challenge within a regulated firm. I am interested in joining a corporate firm where I can use my proven skills and experience to grow the corporate department as I have in previous positions.   |  | | --- | | **EXPERIENCE** |   **Cognia Law | Legal Graduate**  *February 2019 – date*  I am legal graduate at Cognia Law. I gained practical experience in the Commercial contract drafting department during my first rotation. I am currently gaining experience in the Corporate Financial Documentation department.  Key responsibilities:   * My responsibilities are providing AI managed document review support and legal analysis, Commercial lease review analysis, key-clauses extraction and upload to client management software. * I am part of an in-house legal team drafting commercial contract, contractual vetting, drafting and negotiation, * Using technology, I have extracted data and reviewed commercial contracts. * Summarizing of regulatory legislation and by laws for our client.   **Summit Financial Partners | EAO Auditor (Contractor)**  *November 2018 – January 2019*  I was an Emolument attachment order Auditor in the legal department dealing with garnishee orders against National Treasury and the Department of Defence employees.  Key responsibilities:   * Ensuring compliance of credit providers when granting a loan, * Ensuring correct jurisdiction was used when instituting EAO, * Requesting relevant documentation is attached to the National Treasury database * Terminating or approving garnishee orders.   **UWC Legal Aid |Student Legal Advisor**  *January 2018 – November 2018*  In my final year, I worked as a student assistant under the supervision of Mr. Shamiel Jassiem.  Key responsibilities:   * Drafting Wills and Codicils, * Drafting letters of demand, * Drafting particulars of claim, * Instituting legal proceedings, * Consulting on a weekly basis, * Briefing my principal attorney on litigation matters/cases.   **UWC Main Library | Library Assistant**  *January 2018 – November 2018*  I worked as a al library assistant. My duties were to select, develop, catalogue, classify library resources and attend all the student queries.   |  | | --- | | **Volunteering** | |  |   **Street Law | Assistant Advisor**  *January 2016 – November 2016.*  Street Law is an NPO that assist in giving legal aid to people who cannot afford legal assistance.  My duties were to visit and give legal assistance to Detainees at Pollsmoor Prison and Juveniles at De Novo Rehabilitation Centre.  **EESA | Assistant Advisor**  *June 2018 – July 2018.*  EESA (Entrepreneurship Employment in South Africa) is a USA (University of Texas) program that select top 10 South African students and USA student to assist the local entrepreneurs to develop and sustain their businesses.  We worked in teams and my duties were to draft employment contracts for the employees, service agreements for the suppliers, registering the businesses with the CIPC and ensuring the businesses comply with relevant applicable laws.   |  | | --- | | **AVAILABILITY & REFERENCES** |   David Crawford (Head of Legal Services at Cognia Law): 082 775 2533  Ntiyiso Mhlongo (Supervisor at B.W Mtshweni Attorneys) : 072 867 7244  John Fortuin (Supervisor at Summit Financial Partners) :065 274 3846  Grace Van Niekerk (Supervisor at UWC Library) : 072 454 4357  Njabulo Maphumulo (Deputy Chairperson of House Committee): 082 5499683  Mhlongo Ramawela Attorneys : 013 110 0618 |
|  |  |  |  |