CURRICULUM VITAE

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Name | Mugjenkar, Farzanah | |
| ID Number | 9006050282084 | |
| Notice / Availability | 01 January 2014 | |
| Location | Cape Town |  |

|  |  |
| --- | --- |
| Date of Birth | 1990/06/05 |
| Title | Miss |
| Gender | Female |
| Affirmative Action | Yes |
| Highest Qualification | Third year LLB |
| Driver’s License | Yes |
| Own Transport | Yes |
| Nationality | South African |

**Contact Details**

|  |  |
| --- | --- |
| Phone – Cell | 076 208 1100 |
| Phone – Work | 021 633 5579 |
| E-mail Address | [Farzanahm2@gmail.com](mailto:Farzanahm2@gmail.com) |
| Physical Address | 34 Daphne Street, Cravenby Estate |

**Education Qualifications**

|  |  |
| --- | --- |
| Year Matriculated | 2007 |
| Last School Attended | Cravenby High School |

|  |  |
| --- | --- |
| Period | February 2008 – to be completed November 2013 |
| Qualification | LLB Degree |
| Institution | University of the Western Cape |

| Year | Duration | Course | Institution |
| --- | --- | --- | --- |
| 2012 | 4 weeks | International Business Transactions | UWC in conjunction with Howard University (School of Law) |

**Computer Literacy**

Microsoft word**,** Microsoft Office, Email, Internet.

**Career History**

|  |  |
| --- | --- |
| Period | September 2010 |
| Position | **Candidate Attorney Assistant** |
| Company | Bessits Attorneys |
| Responsibilities | * Assisted Candidate Attorneys with the gathering of necessary documents * Attended High Court Matters * Assisted Associates, dealing with various issues * Contacted clients to obtain necessary information |
| Reason for Leaving | Temporary Vacation Job |

|  |  |
| --- | --- |
| Period | June - July 2011 |
| Position | **Candidate Attorney Assistant** |
| Company | Van de Spuy Attorneys and Conveyancers |
| Responsibilities | * Modified and enhanced an existing library management system. * Improved interface design. |
| Reason for Leaving | Mid-year Vacation Work |

|  |  |
| --- | --- |
| Period | January 2004 – November 2007 |
| Position | **Assistant Store Manager** |
| Company | Chain Foodland Multisave - Retail Outlet |
| Technologies | Inventory System & Microsoft Office |
| Responsibilities | * Managed the procurement of inventory. * Monitored retail staff. * Responsible for employee payroll. * Supplier payments. * Recorded daily cash flows. |
| Reason for Leaving | Started University |

|  |  |
| --- | --- |
| Period | December 2007 – May 2008 |
| Position | **Telemarketing Agent** |
| Company | The Foschini Group head office (TFG) |
| Technologies | Data Capturing system |
| Responsibilities | * Communicating with clients via telephone * Marketing of Product * Sales of Product * Data Capturing |
| Reason for Leaving | First year of University time clashes |

**References**

|  |  |
| --- | --- |
| Company | Ackermans Head Office |
| Contact Person | Rafieka Moollagee |
| Position | Cellular Department co-ordinator |
| Phone Number | 021 9001313  0763627291 |

|  |  |
| --- | --- |
| Company | Bessit Boehmke McBlain |
| Contact Person | Mellissa Bredekamp |
| Position | Law Researcher at Western Cape High Court |
| Phone Number | 073 116 7506 |

|  |  |
| --- | --- |
| Company | Van De Spuy Attorneys and Conveyencers |
| Contact Person | Mogammad Botha |
| Position | Article Clerk |
| Phone Number | 084 304 8540 |