

SHARON KWINDA

LEGAL ASSISTANT

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I am an experienced Legal Assistant with a strong track record in delivering attention to detailed work in a fast highly paced Legal environment to provide assistance to my other colleagues in the Legal working environment.

KEY SKILLS

- Excellent Verbal and Written Communication.
- Drafting of Legal Documents.
- Analysing Legal Documents.
- Problem Solving Skills.
- Computer Literate.
- Legal Administration Skills.

CAREER HISTORY

MUNYAI MPHOT ATTORNEYS INC

2023/04-PRESENT

Legal Assistant

In this role I work as a Legal Assistant in a legal firm. My duties are to manage the office's administrative duties, analyse and draft legal documents, communicate with clients that come to the office on a daily basis and serving legal documents to clients and court houses. In this role I have managed to improve my drafting skills and also improve the office's client's retention and the pace in which applications move from our office to court.

MALEDI FRESH

04/17-02/18

Sales Assistant and Cashier

In this role I worked as a Sales Assistant and Cashier in an organic fruit and vegetables shop. My duties were to help customers with teller services and packing services. My second duty was to boost the sales in the shop by telling the customers about various products we had in the shop and how they would help them. In this role my verbal skills played a verbal role in increasing the sales in our shop, and we saw an increase in sales in the year of 2017 when I worked there.

PREVIOUS HISTORY

MALEDI FRESH	04/17 – 02/18
Sales Assistant and Cashier	
MPHO MUNYAI ATTORNEYS INC	04/23-Present
Legal Assistant	

EDUCATION & QUALIFICATIONS

VHUDZANI SECONDARY SCHOOL	2011-2015
National Senior Certificate	
UNIVERSITY OF LIMPOPO	2018 – 2022
Bachelor of Laws	

INTERESTS

- Learning a new language
- Volunteering in an orphanage

REFERENCES

MPHO MUNYAI

Job Title: Director

Company Name: Mpho Munyai Attorneys Inc

Email: info@munyaimphoattorneys.co.za

GLORIA RAMAHLODI

Job Title: Manager

Company Name: Maledi Fresh
Email: info@maledifresh.co.za