



# Kgetja Tsatsi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm seeking for an opportunity to work as a candidate attorney. I am an LLB graduate with keen interest in contractual law, labour law, family law, intellectual property law and property law. I am a dynamic, result-driven individual with extensive theoretical knowledge acquired throughout my academic career. I have also been exposed to practical experience through vacation work in various law firms. I am keen for an opportunity to expand on both my theoretical and practical skills and knowledge, to also grow on a personal and professional level. I possess excellent communication skills, time management skills and computer proficiency. I am also an excellent team player with the ability to work independently and well under pressure. I am eager to work under the guidance of experienced attorneys to improve my legal skills and knowledge.

Preferred occupation	Lawyers Law, legal jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng
	Pretoria / Tshwane Gauteng
	West Rand Gauteng

## Contacts and general information about me

Day of birth	1999-11-25 (24 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2022.12 iki 2022.12**  
 Company name PMK Tladi and Associates  
 You were working at: Jobs for students  
 Occupation Legal vacation work  
 What you did at this job position? I dealt with civil litigation, third party claims litigation, matrimonial law and conveyancing. I further dealt with Court processes, indexing and pagination of files, services, filing and drafting of pleadings, notices and affidavits (section 19F of Road Accident Fund Act 56 of 1996)

Working period **nuo 2022.01 iki 2022.01**  
 Company name LGR Incorporated  
 You were working at: Jobs for students  
 Occupation Legal vacation work  
 What you did at this job position? I was a Temporary Administrative Assistant at Standard Bank Department. I dealt with clerical duties in debt collection and legal department. I operated debt collection program, assisting in legal matters of debt collection departments, and compiling of documents and letters. I further dealt with drafting of simple and combined summons, letters of demands and section 129(5) and (6) of National Credit Act no.34 of 2005 affidavits.

**Education**

Educational period **nuo 2019.01 iki 2022.12**  
 Degree Degree  
 Educational institution University of Limpopo  
 Educational qualification Bachelor of Laws

Educational period **nuo 2013.01 iki 2018.12**  
 Degree Grade 12 / Matric  
 Educational institution Moreri-Choenyane High School  
 Educational qualification National Senior Certificate

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
isiZulu	good	good	do not know

**Computer knowledge**

MS Office (Word, Powe-point, Excel)

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from

2023-09-00 (1 years)