



Caseleyann Harvey

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly motivated young attorney with experience as an associate in a corporate recoveries department specializing in the recovery of pension fund contributions, the execution of CCMA arbitration awards and commercial litigation. Furthermore, I possess hands-on experience managing my own legal practice, specializing in labour law, personal injury, debt recovery, corporate legal affairs and other fields of law.

My experience in drafting a wide range of legal documents has honed my ability to communicate complex legal concepts clearly and effectively. Whether it's crafting compelling court submissions, precise contracts, or informative legal memoranda, I take pride in my meticulous attention to detail and ability to deliver high-quality work under tight deadlines.

Preferred occupation	Lawyers Law, legal jobs
	Paralegals Law, legal jobs
Preferred work location	Johannesburg Gauteng
	Cape Town Western Cape

Contacts and general information about me

Day of birth	1995-11-10 (29 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2019.01 iki 2020.12**

Company name Jason Michael Smith Attorneys

You were working at: Lawyers

Occupation Candidate Attorney

What you did at this job position? Recovering outstanding funds from debtors based on loans provided by First National Bank, Rand Merchant Bank and other clients. Drafting , issuing and service of court applications, legal notices and documents in High Court matters I.e liquidations, money judgements, declaring property executable and evictions. Ensuring legal compliance of court applications and legal notices in terms of court directives, adequate procedures and other legal requirements. Filing court applications and arranging court hearings Briefing counsel and attending court to assist counsel. Retrieving court orders and instructing sheriff to execute court orders. Retrieving returns of services from Sheriff and resolving issues with the execution of court orders and service of legal notices. Instructing correspondent attorneys and Supervising outer provincial matters

Working period **nuo 2021.02 iki 2024.05**

Company name Bizar Design Studio

You were working at: Lawyers

Occupation Legal & Client Relations Manager

What you did at this job position? • Contacting potential clients for web design services. - Liaising with clients throughout web development projects, ensuring their needs are met and maintaining a positive relationship. • Conducting sales-related tasks such as pitching services, negotiating contracts, and closing deals. • Contributing to marketing strategies to promote the company's services and brand. • Generating financial reports, analyzing data, and overseeing financial aspects. • Handling administrative duties related to client contracts, documentation, and internal processes. • Investment & Funding : Ensuring all legal requirements for funding and Investment opportunities to ensure growth of business. • Addressing tax matters and ensuring the company adheres to legal obligations, including company registration and compliance.

Working period **nuo 2022.07 iki 2022.09**

Company name Thipa Attorneys

You were working at: Lawyers

Occupation Associate Attorney

What you did at this job position? Recovering Pension fund contributions for the Motor Industry Bargaining Council in terms of CCMA arbitration awards Recovering pension fund contributions and late payment interest on behalf of the Private Security Sector Provident Fund Negotiating repayment arrangements with defaulting employers Preparing and concluding settlement agreements Issue instructions to sheriff to execute arbitration awards, attach property and hold sale in execution for non-compliant employers Lease with clients and debtors to resolve issues, reduce or settle debt Legal research & report writing Preparing and dispatching legal notices, documents and correspondence

Working period **nuo 2023.11 iki 2024.05**

Company name Harvey & Co

You were working at: Lawyers

Occupation Attorney

What you did at this job position? Providing Legal Advice: Offering guidance and advice to clients on a wide array of legal matters, including but not limited to contracts, personal injury claims, labor issues, family law, debt recovery, insolvency and corporate law matters. Assisting clients in filing personal injury claims, guiding them through the legal process, and representing them in negotiations. Drafting Contracts: Creating legally binding agreements tailored to meet clients' specific needs and ensuring the documents comply with legal requirements and protect clients' interests. Resolving Labor Issues: Providing legal counsel to address and resolve employment-related disputes, ensuring compliance with labor laws, and representing clients in negotiations. Drafting legal notices, demand letters, and other legal documents required for various legal matters and dispatching to relevant parties. Interpreting Contracts: Carefully analyzing and interpreting legal contracts to ensure clients understand their rights, obligations, and potential liabilities. Filing Pension Fund & Accident Claims: Assisting clients in filing claims related to pension funds and insurance, navigating regulations, and representing their interests in dealings with pension providers , insurance companies or regulatory bodies.

Education

Educational period **nuo 2015.02 iki 2018.12**

Degree Degree

Educational institution University of Johannesburg

Educational qualification LLB

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	basic
isiZulu	good	good	basic
Sesotho	good	good	basic

Computer knowledge

further enhances my ability to organize and streamline workflows. Moreover, my adaptability to learn new software tools and technologies ensures I stay at the forefront of digital advancements in the legal field, facilitating seamless collaboration and communication within the team.

As a candidate for the legal position, I bring a robust set of computer skills tailored to enhance efficiency and productivity in legal work. Proficient in legal research platforms such as LexisNexis

and Sabinet Legal, I can swiftly navigate databases to gather pertinent case law and statutes. Additionally, my advanced proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint, enables me to create polished legal documents, meticulously manage data, and deliver compelling presentations. Familiarity with document management systems like Ghostpractice

Contact person	Melinda vd Walt
Occupation	Director
Company	Jason Michael Smith Attorneys
Email address	Melinda@jmsainc.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-11-00 (10 years)
Salary you wish	20000 R per month
How much do you earn now	20000 R per month