



Nikisha Janki

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a proactive individual, who works well individually or in a team. I am a quick learner and maintain professional interests at all times. I am trustworthy and reliable, and considering I have legal experience, I believe this would be beneficial to your firm.

| | |
|-------------------------|------------------------------|
| Preferred occupation | Law, legal jobs |
| Preferred work location | Durban City KwaZulu-Natal |

Contacts and general information about me

| | |
|----------------------|---|
| Gender | Female |
| Residential location | Durban City KwaZulu-Natal |
| 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 2018.03 iki 2019.04 |
| Company name | Desigan Pillay attorneys |
| You were working at: | Lawyers |
| Occupation | Legal secretary /clerk/assistant |
| What you did at this job position? | Admin acumen, drafting and serving legal documents on attorneys and at court, consultations, meeting and greeting clients |
| Working period | nuo 2019.05 iki 2019.09 |
| Company name | Dj Dickinson and associates |
| You were working at: | Lawyers |
| Occupation | Legal secretary / assistant |
| What you did at this job position? | Consultations with clients, draft legal documents, correspondence, admin acumen |

Education

Educational period **iki 2017.12**
 Degree Grade 12 / Matric
 Educational institution Drakensburg secondary school
 Educational qualification Bachelor's degree
 I could work Efficiently and proactively

Educational period **nuo 2019.06 iki dabar**
 Degree Degree
 Educational institution UNISA
 Educational qualification Currently studying, - LLB

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | basic | basic | basic |
| Afrikaans | fluent | fluent | fluent |

Computer knowledge

I have excellent computer knowledge.

Conferences, seminars

I am currently studying LLB.

Recommendations

Contact person Desigan Pillay
 Occupation Attorney
 Company Desigan Pillay attorneys
 Telephone number 0363523056
 Email address Desigan@lantic.net

Contact person David Jeremy Dickinson
 Occupation Attorney
 Company D J Dickinson & associates
 Telephone number 0313036376/0828914182
 Email address Dickyd@yebo.co.za

Additional information

Your hobbies Socializing, reading, listening to music
 Driver licenses None
 Salary you wish 8000 R per month

How much do you earn now

8000 R per month