



# Nasreen Shaik Hassan

Curriculum Vitae (CV)

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

Excellent writing skills in drafting brief, legal memorandums, pleadings and correspondences.  
Conduct all legal business professionally and with little guidance from attorneys and supervisors.  
Adapt to various legal personnel including Associates, Clerks, Sheriff and other legal secretaries.

Key responsibilities:

Organise client correspondences, email and handle high call volumes

Manage office Court diary

Assisting clients and updating them on their matters

Attending to clients when they come in the office

Billing

Taxations and drafting bills

Accurately enter data into company- based software system

Managing office diary, appointments and consults with clients

Dictaphone typing

Sitting in on meetings and taking minutes

Diarising files

Corresponding with clients and other attorneys

Expert in general Court procedures in the various Magistrates and High Courts

Litigation-drafting and typing of all pleadings and contracts and attending court to issue/grant same

Index and paginating court files

Keeping track of dies and diarising files and working according to time frames independantly

Reporting to attorney on matter and updating them

Liaising with various Sheriffs

Estates documents and attending Master's office

RAF claims

Labour matter procedures

Legal reaserch for case laws

Arranging conveyancing documents to be sent to Deeds office

General office administration

EDUCATION AND QUALIFICATIONS:

2016 - Present 3rd year LLB Student at Unisa Kzn

2015 Lexis Nexis (Ghost convey course completed)

2010 Completed Matric at Ihsan Girl's College

FURTHER SKILLS

I.T. Proficiency: Word, Excel, PowerPoint, Internet and Email  
 Languages: English

PERSONAL DETAILS

Driving Licence: Code 08/Clean  
 Health: Excellent; non-smoker

REFERENCES (more information available on request)

2011-2012- FNB Legal Credit Services - assistant in legal department and data capturing  
 2013 - Present Simrithi Sharma & Associates Inc. - Paralegal / Legal Secretary

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

**Contacts and general information about me**

Day of birth: 1992-08-29 (31 years old)  
 Gender: Female  
 Name: Nasreen Shaik Hassan  
 Residential location: Durban City  
 KwaZulu-Natal  
 260 Montdene Drive, Croftdene Chatsworth, 4092  
 Telephone number: *Information is available only for registered users.*  
 Telephone: 031 403 1346; Mobile: 09731 9780;  
 Email address: nasraschid08@gmail.com *Information is available only for registered users.*  
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**PROFESSIONAL PROFILE**

**Work experience**  
 Working period: **nuo 2013.10 iki 2019.10**

A versatile and results-oriented professional  
 who were working at Paralegals

Attentive to detail with a practical approach to problem solving and the organisation required to

**Additional information**  
 ensure that deadlines and objectives are achieved

Salary you wish: R 10 000-R15 000 R per month  
 Enjoys being part of a successful and productive team and thrives in highly pressurised and  
 How much do you earn now: R9500 R per month  
 challenging working environments and can work individually

An exceptionally professional and accomplished legal assistant with an impressive range of  
 secretarial and office management skills applied in the legal field.

A peoples person, I employ my naturally friendly and helpful persona and will go the extra mile to  
 assist client's with queries whether via email of telephonically.

OBJECTIVE

Currently looking for a new and challenging position within the legal sector, one which will make  
 best use of existing skills and experience acquired in private-owned companies while enabling