

Sihle Qasha

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Professional Summary

Results driven paralegal with 6 months of experience in Civil, Labour, Criminal, and Road Accident Fund (RAF) litigation. Proven track record of conducting thorough research, drafting high-quality documents and coordinating with clients and stakeholders. Adept at working in fast-paced environments and providing effective support to attorneys. Seeking to leverage my skills and experience to contribute to a reputable law firm.

Core Competencies

- Microsoft Office (Word, Excel, Outlook)
- Case Management
- Legal Research
- Attention to Detail
- Provide administrative support to the legal staff
- File Coordination

Professional Experience

Paralegal Volunteer – Setlago Attorneys, Vosloorus (2025)

- Assistant legal professional with legal research, file management and document preparation.
- Helped draft and organise legal documents such as transfer papers, contracts and client correspondence.
- Supported administrative tasks including filling, scheduling and follow ups
- Maintained accurate and confidential case files and ensured documents were filed promptly.

Education

- Higher Certificate in Paralegal Practice – Boston City Campus (2025)
- National Senior Certificate (2022)