

# TABUDI NTABISENG SETABULA

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## Objective

Dedicated 3rd year Diploma in Law student at UNISA(Distance Learning) with 12 modules completed including CPD1501, BWE1501, SJD1501, CRW1501,PAR1501, ENN1504, IRM1501, ILW1501, SCL1501, COL3704, FBE2604, EDL3703, PAC2602 and completed Matric at Bokamoso Secondary School.Seeking Legal Secretary, Admin Clerk or Legal Support role.

## Education

**Bokamoso Secondary School**  
National Senior Certificate - Matric

2020

**University Of South Africa**  
Diploma in Law

2024 - 2027

## Skills

- Legal Research, Drafting Affidavits & Formal Letters,Paralegal Advise
- Client Consultation, Confidentiality, Labour & Family Law Basics
- Customer Service, Compliance, Inspection & Quality Control
- MS Word, Email, Filing, Data Capturing, Report Writing

## Certification

National Senior Certificate

## Achievements

- Successfully completed Grade 12 and obtained a National Senior Certificate
- Maintained good attendance and punctuality throughout high school
- Participated in school projects and completed assignments within deadlines
- Demonstrated strong teamwork skills through group assignments and school activities
- Maintained a positive attitude and willingness to learn
- Demonstrated adaptability and commitment to personal development
- Consistently met academic deadlines and project requirements