

NONTOBEKO NDLOVU

LLB Graduate | Legal, Administration, Compliance and Customer Service

Unit R009, Corner Mainreef Road and Helpmekaar Street, Fleurhof, Florida, 1709 | Valid Code C1 driver's licence
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PROFESSIONAL SUMMARY

Reliable and detail-focused LLB graduate (UNISA, conferred 26 June 2026) and South African citizen. Graduated with distinctions in Techniques in Trial and Litigation (94%), Law of Evidence (85%) and Interpretation of Statutes (82%), giving me strong research, analytical and writing skills. Practical experience in team leadership, customer service and handling confidential financial and client records. Accurate, trustworthy, able to work independently and to deadlines. Fluent in English and isiZulu, conversational in Setswana and isiXhosa. Available to start immediately.

KEY SKILLS

- **Legal research and analysis:** researching legislation, policy and case law; clear written analysis; Legal Research Methodology and LLB Research Report
- **Leadership and coaching:** supervised, trained and motivated a retail team; allocated tasks and monitored performance against daily targets
- **Customer focus:** handled customer queries and complaints professionally, maintaining high service standards
- **Administration and record keeping:** accurate filing, stock and record monitoring, document retrieval; deadline-driven
- **Integrity and compliance:** discretion with confidential financial and client records; compliance with company policies and procedures
- **Commercial and public law foundations:** Company Law, Law of Contract, Labour Law, Administrative Law, Constitutional Law, Entrepreneurial Law
- **Communication:** verbal and written communication, team coordination, live interpreting
- **Languages:** English and isiZulu (fluent); Setswana and isiXhosa (conversational)
- **Computer literate:** MS Word, PowerPoint, Outlook

WORK EXPERIENCE

Filing Clerk / Administrative Assistant (Part-Time) | 2023

Ronel Lombard, Private Accounting Practice

- Organised, filed and maintained accurate financial and client documentation for multiple company accounts
- Handled confidential records with discretion and care
- Retrieved documents and supported general office administration as required

Team Leader | 2021 – 2023

Rich Product Corporation, Retail

- Supervised and coordinated a retail floor team, allocating tasks and monitoring performance against daily targets
- Monitored stock levels and records; escalated issues to the Floor Manager where needed
- Handled customer queries and complaints professionally, maintaining high service standards
- Trained, guided and motivated team members; ensured compliance with company policies and procedures

EDUCATION

Bachelor of Laws (LLB), University of South Africa (UNISA) | Conferred 26 June 2026

- **Distinctions:** Techniques in Trial and Litigation (94%), Law of Evidence (85%), Interpretation of Statutes (82%), Law of Sale and Lease (75%), Fundamental Rights (75%), Media Law (75%)
- **Other results:** Enrichment Liability and Estoppel (72%), Company Law (70%), International Law (70%), Entrepreneurial Law (68%), Labour Law (67%)
- **Also completed:** Law of Contract, Insolvency Law, Administrative Law, Constitutional Law, Civil and Criminal Procedure, Legal Research Methodology and LLB Research Report

Matric / Grade 12, New Model Private College | 2016

COMMUNITY EXPERIENCE

Informal Interpreter (Volunteer), Church Congregation | As needed

- Provided live English–isiZulu interpretation during services
- Conveyed meaning accurately and clearly in a public-facing setting under time pressure

ADDITIONAL INFORMATION

- South African citizen; available to start immediately
- Valid Code C1 driver's licence
- References available on request