

## CONTACT

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 082 466 0759

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 Amsterdam Complex, 68  
Amsterdam Drive, Olivedale  
Randburg, 2188

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## SKILLS

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- Self-motivated and a proven ability to work well as a team
- Fast learner.
- Able to focus on accuracy and attention to detail whilst under pressure and against deadlines
- Strong work ethic
- Strong written and verbal communication skills (English)
- Proactive.
- Ability to handle high volumes of matters
- Creative
- Solution driven

# Ayanda Lungani

## CURRICULUM VITAE

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### PERSONAL STATEMENT

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I am a competent, articulate, driven Junior Attorney who is also fast learner; dedicated and seeking to expand her expertise and knowledge of the Law. I have experience in Commercial and General Litigation. Being in the litigation space, has equipped me to work in fast-paced environments, meet tight deadlines and work efficiently through high volumes of work. I am looking for a new opportunity that will encourage growth and will offer new challenges.

### WORK EXPERIENCE

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#### Attorney

*February 2020 – To date*

#### Lowndes Dlamini Inc

#### Litigation Department -

#### Commercial and General

#### Litigation

As an Attorney for this firm my key responsibilities include:

- Consultations with clients and/or Counsel
- High Court and Magistrates Court Practice
- Legal Research
- Taking responsibility for allocated matters (opposed and unopposed/defended and undefended)
- Drafting of Pleadings, Notices, Affidavits, Agreements, Contracts and Correspondence etcetera.
- Preparing and assisting in allocated trial matters under overall supervision
- Negotiating
- General Attorney administrative work
- Updating and Improving Template documents
- Internal and external reports

#### Candidate Attorney

*November 2017- October*

#### Lowndes Dlamini Inc

*2019*

#### Litigation Department

- Legal Research
- Drafting of Pleadings, Settlement Agreements, Contracts Notices, Affidavits, correspondence etcetera.
- High Court and Magistrates Court Practice
- Assisting in allocated trials and application

#### Medico-legal Assistant

*January 2017 – October 2017*

#### Janilite

As a Medico-legal assistant for this company, my responsibilities included:

- Receive instruction from state Attorney Johannesburg and Pretoria
- Appointing medical experts
- Filing and general administrative work
- Ensure that experts are kept up to date via schedules of report due dates

## SKILLS

- Self-motivated and a proven ability to work well within a team
- Fast learner.
- Able to focus on accuracy and attention to detail whilst under pressure and against deadlines
- Strong work ethic
- Strong written and verbal communication skills (English)
- Proactive.
- Ability to handle high volumes of work
- Creative
- Solution driven

## REFERENCES

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**Phyllis Mmope**  
Manager  
Janilite Pty (Ltd)  
Cellphone Number: 084 819 4256  
Office Number: 011 883 1926



**Alexandra Wright**  
Director – Litigation  
Lowndes Dlamini Inc  
Cellphone Number: 083 309 0290  
Office Number: 011 292 5600

## WORK EXPERIENCE (continued)

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**Red Bull South Africa**  
**Student Marketer**

2012 – 2014

## EDUCATION

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**LLB** 2017  
UNISA

**Matric** 2009  
Rand Park High School

## HOBBIES & INTERESTS

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- Hiking
- Cooking
- Going to Gym