



MBALENHLE THEMBA

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Additional Skills

MsOffice computer course inclusive of:

MsWord

MsExcell

MsPowerpoint

MsOutlook

Reading and drafting Legal documents

Critical thinking, reading and legal interpretationAdministration

Team building

Leadership

Organizational skills

Interpersonal

Communication

Professional Summary

LLB. LLM Candidate (Corporate Law). Business Rescue and Corporate Insolvency. (SARIPA). DHL Gradstar Top 100.

Work Experience

08/2022 - Present

Genesis Corporate Solutions - Centurion, Gauteng Business Rescue Support:

- Prepare business rescue notices to creditors and other stakeholders.
- Prepare circulars and monthly business rescue reports.
- Manage and oversee implementation of adopted business rescue plans.
- Provide direct support to the business rescue practitioner.
- Attend and assist in various aspects of business rescue.
- Liaise and interact with clients, creditors and other critical stakeholders relating to the functions above, including travelling to meet them when required.

Insolvency Support:

- Administration of insolvent estates.
- Attend and assist in various aspects of insolvency.
- Provide direct support to the liquidators.
- Liaise and interact with clients, creditors and other critical stakeholders relating to the functions above, including travelling to meet them when required.

03/2021 - 03/2023

University of South Africa

Mpumalanga Speaker of Student Parliament.

The regional student parliament is the highest decision-making body in respect of student governance matters at the region when the regional inaugural congress is not in session. Its

decisions may only be reviewed by the national student parliament to which the regional student parliament is subordinate. The regional student parliament will:

- a) receive and discuss reports of the RSRC and determine the way forward on any matter brought to its attention;
- b) approve the regional programme of action and the budget;
- c) make policy proposals to the NSRC and national student parliament on any matter related to teaching, learning and research as well as community engagement at the university;
- d) identify and decide on the broader agenda of the RSRC and mandate the RSRC in any manner deemed possible.
- e) monitor and evaluate the performance and effectiveness of the RSRC collectively or individual members serving on the aforesaid structure.

5/2018 -07/2018 **Ntuli Noble Inc.**

Vacation Student.

Drafted, reviewed, and revised a wide range of legal documents for staff attorneys
Produced retainer agreements, contact letters, and various publications and handouts for clients
Conducted legal research regarding family, civil, and property issues
Performed client intake and client interviews
Created and managed client database to ensure timely case completion
Prepared motions and interrogatories
Drafted various court documents, invoices and enclosures at attorneys' request.
Analyzed law sources, including statutes, recorded judicial decisions, legal articles, and the Constitution.
Organized legal memoranda and client correspondence.
Proofed documents and submitted to attorneys for review.
Researched documents and publications for details that would establish evidence.

02/2016 - 04/2018

Imperial Administrator.

Jan 2016 - Aug 2018 · 2 yrs 8 mos
Jan 2016 - Aug 2018 · 2 yrs 8 mos
Answering phone calls and redirect them when necessary
Managing the daily/weekly/monthly agenda and arrange new meetings and appointments
Preparing and disseminating correspondence, memos and forms
File and update contact information of employees, customers, suppliers and external partners
Support and facilitate the completion of regular reports
Develop and maintain a filing system
Check frequently the levels of office supplies and place appropriate orders
Make travel arrangements
Document expenses and hand in reports
Undertake occasional receptionist duties
Communicate and reporting with Headquarters
Working independently and with the area sales team
Liaison between clients and area sales team
Administrating existing clients and accounts, orders and new accounts by planning and organising daily work schedule to call on existing or potential sales outlets and other trade factors.
Keeping management informed by submitting activity and results reports, such as daily call reports, weekly work reports and monthly – annually territory analysis

Education

02/2018 - 11/ 2021

University of South Africa LLB.
Bachelors of Law.

02/2022 - Present

University of South Africa LLM Corporate law.

Company Law 1

Company Law 2

Corporate Insolvency

Research Methodology

Mini - Dissertation

Drafting Commercial Contracts

Languages

English — Fluent

Afrikaans — Professional

Siswati — Native

References

Phahlani Mkhombo, Managing Director at Genesis Corporate Solutions,
phahlani@gcs-sa.co.za

Khomotso Khoza, Mpumalanga Regional Manger at University of South
Africa, khozakg@unisa.ac.za

Prof OJ Kole, Acting Dean College of Law at University of South Africa,
lawdeanery@unisa.ac.za

