

WANDILE MBABANE

LLB (Unisa)

Kloof, eThekwin, South Africa

Mobile: +27 [0] 81 067 5374

Email: w.mbabane@gmail.com

Affiliation: South African Insolvency Practitioners Association

Member: Insol International

Linkedin Profile: www.linkedin.com/in/mbabanew97

PROFESSIONAL PROFILE

A highly motivated and professional LLB Graduate and published author. Wandile Mbabane possesses excellent communication skills and the ability to understand and effectively deal with a variety of legal issues.

Wandile graduated from the University of South Africa in December 2021 - with eight distinctions. During his previous employment at an Umhlanga-based restaurant, Wandile's demonstrable reliability and leadership qualities secured him promotion to Assistant Bar Manager.

He works well in an inclusive and collaborative team; and requires minimal supervision when working independently. Harnessing good forward-planning and organisational skills, he completes legal administrative tasks accurately, with attention to detail and to deadline.

Having published in the De Rebus; Wandile is an avid reader and writer with a passion in insolvency law & Business law and sets to materialise by undergoing a Master's in Corporate Law in 2023.

Wandile seeks a Candidate Attorney position where he can use his work experience and qualification to deliver high quality and value to a legal firm and its clients.

Immediate Career Objective: Candidate Attorney

ACHIEVEMENTS / CAREER HIGHLIGHTS

- Accepted as member of the **South African Restructuring and Insolvency Practitioners Association (SARIPA)**
- Accepted as member of **Insol International**
- **Published in the De Rebus SA Attorney's Journal:** "[Can banks be held liable to a third-party creditor of an account holder for allowing funds to be held by them to be misappropriated by the account holder?](#)" September 2022 Edition
- **Published in the De Rebus SA Attorney's Journal:** "[When can a company successfully resist a winding-up application based on a counterclaim?](#)" December 2022 Edition

QUALIFICATIONS

Bachelor of Laws Degree; University of South Africa, 2021

Distinctions: Administrative Law | Criminal Procedure | Insolvency Law | General Principles of Criminal Law | Tax Law | Company Law | LLB Research Report | Techniques in Trial & Litigation

Civil Procedure: Magistrates' Court & High Court Rules; Veritas Legal Empowerment, 2019

Bachelor of Laws Degree [Incomplete]; University of Free State (via Varsity College), 2016

Achievements: Participation in Moot Court (Internal Rounds) | 1st Year Representative for Law

Senior Certificate / Matric; Kloof High School, 2014

KEY STRENGTHS & SOFT SKILLS

- Possesses a positive, flexible and collegiate approach, with the ability to contribute to teamwork enhancement.
- Prioritises workload, managing deadlines and adapting to last minute and developing events while still maintaining composure.
- Strong emotional intelligence and builds relationships at all levels, demonstrating confidence in dealing with seniors.
- Reliable, self-motivated, intuitive and proactive.
- Works well in a fast-paced environment, balancing competing priorities among multiple stakeholders.
- Proven excellent organisational and forward planning skills.
- Skilled in written and verbal communication with the ability to communicate at all levels.
- Identifies and drives opportunities for growth.
- **Computer literacy:** Excellent

PROFESSIONAL EXPERIENCE

Rooftop BBQ, Umhlanga

December 2019 to January 2021

Assistant Bar Manager

September 2020 to January 2021

Core Overview:

Supported the General Manager in day-to-day running of restaurant, ensuring front- and back-of-house staff fulfilled their roles and responsibilities competently, acting as customer experience ambassador, and providing the highest standards of service.

- Deputised in absence of General Manager.

Key Duties & Responsibilities:

- Assisted the General Manager in meeting budgetary targets and made recommendations for business development.
- Liaised effectively with the Kitchen and Head Chefs regarding menus and upcoming bookings.
- Handled customer queries and issues diplomatically with the aim of swift and proper resolution.
- Assisting with the smooth and efficient running of the Food & Beverage operation
- Followed standards of operation - and ensured excellent standards of cleanliness and hygiene.
- Managed stock takes and variances using GAAP software as part of back-office administration duties.

Bartender

December 2019 to September 2020

Core Overview:

Provided professional, efficient and friendly bar service according to company standards, ensured all payments were processed correctly and stock was regularly replenished and accounted for.

Key Duties & Responsibilities:

- Prepared alcohol or non-alcohol beverages for bar and restaurant patrons.
- Took orders from customers, staying customer-focused and nurturing an excellent experience.
- Restocked and replenished bar inventory and supplies.
- Complied with all food and beverage regulations
- Handled cash, credit, and debit card transactions.
- Maintained a clean and stocked bar.

Khathide Attorneys, Pinetown

May 2016 to April 2019

Legal Intern

January 2017 to April 2019

DISCIPLINE: Civil Litigation

Litigation arising out of a wide range of motor vehicle accidents around the country ranging from loss of support claims, personal injury and funeral claims against the Road Accident Fund as well as various matters relating to contractual disputes/rental disputes and divorce matters.

Core Overview:

- Assisted Attorneys with legal and administrative tasks, conducting legal research shadowing and being mentored members of the Legal Team.

Key Duties & Responsibilities:

- Supported Attorneys in client consultations, meeting and developing professional relationships with clients.
- Sourced, collected and collated documents from police stations, hospitals, and specialist doctors.
- Prepared files for lodgement, and motions and pleadings for filing in court.
- Secured and drafted affidavits.
- Tracked hours and billed clients, managing correspondent files.
- Helped create guidance notes and process documents for the Legal Team.

Receptionist

May 2016 to January 2017

Core Overview:

- Provided effective support to the office, ensuring all administrative tasks were completed according to company standards and procedures.

Key Duties & Responsibilities:

- Managed general correspondence, ensuring messages were passed onto appropriate staff member on a timely basis.
- Handled client queries and complaints via phone, email, and in person.
- Arranged meetings, conference calls, legal hearings, events, training sessions.
- Managed, maintained and kept assets register of office supplies, such as stationery, equipment and furniture.

PERSONAL DETAILS

Date of Birth, Nationality	13 May 1997, South African
Languages	isiXhosa, isiZulu, English
Driver's License	Code B
References & Certificates	<i>Presented upon request.</i>
Availability	Immediately