

CURRICULUM VITAE OF ANISA PELWAN

Personal Information

Name : Anisa
Surname : Pelwan
I.D Number : 920408 0104 08 5
Gender : Female
Marital Status : Married
Dependents : One
Criminal Offences : None
Drivers License : Yes
Own Vehicle : Yes
Nationality : South African
Health : Excellent
Interest / Hobbies : Reading, music and socializing
Languages : English & Afrikaans
Address : 23 Toermalyn Place
Mayfield Park
Johannesburg South
2091
Email : apelwan@gmail.com
Contact details : 071 136 1613
Availability : 1 Month.
Admitted Attorney : Yes, September 2019

Skills

Skills possessed

- Computer Literate
- Interpersonal skills
- Punctual and time management
- Leadership skills
- Deadline driven
- Proactive

Education

Institution: **University of the Witwatersrand, Johannesburg**

Degree: LLB

Year Completed: 2015

School: **Topaz Secondary**

Highest grade passed: Grade 12

Year completed: 2009

Employment History

Company: **KGT Incorporated**

Duration: 1 February 2016 to August 2018.

Job description: Candidate Attorney and Legal Assistant

Reason for leaving: Contract of Articles has expired.

Duties: Drafting
Research
General office duties
Client Liason
Consulting with Clients
Meeting with Counsel
Briefing Counsel

Preparing files for Trial
Attending to all Court work
Service, delivering and collection of all documents
Assisting counsel at court
Appearing in the Magistrate's Court.

Reference: Kaveer Guinness
Attorney and Director
011 285 3500

Reference: Dino Tserkezis
Owner and Principal Attorney
082 803 8889

Company: **ABSA**

Duration: 17 October 2018 to 10 July 2019.

Job description: Insurance Claims Consultant.

Duties: Drafting of outcome letters
Liaising with contractors
Ensuring TAT is achieved
Communicating progress and outcome with clients
Registering and monitoring of claims from cradle to grave

Reference: Shaun Gys
Team Leader
0834907840

Company: **FNB**

Duration: 22 July 2019 to date.

Job description: Recoveries Manager - PBL

Duties: Assisting with general management of the team.
Management of accounts throughout the legal process
from date of default until the property has been
transferred and registered.
Ensure that each account is thoroughly investigated and
negotiated before instructing attorneys to proceed with
legal action.
Vetting and reviewing of summons, affidavits,
applications and all other legal documents to ensure the

businesses interests are secured and that the business is not exposed to legal and/or reputational risks.

Negotiating settlement with the client throughout the legal process with the view of minimizing legal costs incurred by the bank whilst simultaneously ensuring delivery of exceptional service to clients by exceeding customers' expectations through proactive, innovative and appropriate solutions.

Management of attorneys by ensuring that instructions are carried out and matters brought to finality expeditiously.

To secure the interests of the business where the client has demonstrated an inability to commit to repayment and to meet future commitments arranged with the business and to accordingly proceed with the necessary legal action.

Ensuring legal fees billed by the attorneys are not excessive and that the attorneys are held accountable for all actions taken.

Explore alternate routes where the business's reputation is at risk.

Conduct legal research on an ongoing basis to ensure that one is up to date with any legislative changes and case law, etc.

Compiling reports on progress of accounts and reporting to manager.

Working together with other stakeholders to ensure that a matter is settled successfully and expeditiously.

Ensure high quality attendance on all accounts within portfolio.

Sound understanding and application of bank processes.

Reference: Nerissa Mohanlall
Line Manager

Shiven Govender
Line Manager

Self Motivation

I am an objective, confident, reliable, hardworking, and dedicated, ambitious, and determined individual. I am a fast learner and can think on my feet. I am able to follow instructions and to work independently as much as possible. I take pride in being punctual. I always give a hundred percent in all that I do and use each day as an opportunity to improve and grow both professionally and personally.

All supporting documentation is available upon request.