

LEATITIA PHALYDIA
Husselmann



PERSONAL DETAILS

Surname:	Husselmann
Name(s):	Leatitia Phalydia
Gender:	Female
Date of Birth:	15 January 1985
Identity Number:	85011510050
Postal Address:	P.O. Box 6616, Ausspannplatz, Windhoek
Physical Address:	Erf 1380, Three Thorn Street, Acacia, Dorado Park, Windhoek
Nationality:	Namibian
Marital Status:	Married
Dependent(s):	Three
License:	B
Health:	Excellent
Languages:	Afrikaans and English

QUALIFICATIONS

2018	University of Namibia Bachelor of Laws (Honours)
2017	University of Pretoria Certificate in International and African Legal Framework on Freedom of Expression, Access to Information and Safety Journalists
2008	University of Namibia Baccalaureus Juris (B.JURIS)



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I am a productive worker with solid work ethic who exerts best effort to ensure all tasks given to me are completed on time and to the highest standards. As a responsible, trustworthy, steadfast person with initiative drive, the necessary self- motivation and self- confidence, with my proven ability to manage and preserve the highest standards, dedication, punctuality, and leadership qualities.

PROFESSIONAL EXPERIENCE

1. Company: Francois Erasmus & Partners

Duration of Employment: September 2008 – February 2011

Managing Partner: Francois Erasmus

Position: *Legal Secretary*

2. Company: Otjozonde Mining (Pty) Ltd

Duration of Employment: February 2011 – May 2011

Managing Director: David Shimwino

Position: *Office Administrator*

3. Company: Dr Weder, Kauta & Hoveka

Duration of Employment: May 2011 - 15 April 2013

Director: Patrick Kauta

Position: *Legal Secretary*

4. Company: AngulaCo. Incorporated (formerly AngulaColeman)

Duration of Employment: 16 April 2013 to December 2017

Managing Director: Elize Angula

Position: *PA/Legal Secretary*

Key responsibilities:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, transmitting text, data and graphics.
- Reading, researching, reviewing, verifying, routing correspondence, reports and legal documents.
- Review legal documents to ensure they are in proper format and contain all necessary portions or related documents for court acceptance.
- Drafting letters and documents, collecting and analyzing information, initiating telecommunications, organizing client conferences and attorney meetings.
- Recording and monitoring court appearance dates, pleadings, filing requirements, monitoring evidence-gathering and anticipating changes in litigation or transaction preparation requirements.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

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STRENGTHS

- Ability to jump headfirst into new and challenging situations.
- Ability to research, digest, analyses and present material clearly and concisely.
- Good organizational and time management skills.
- Resourceful, diplomatic and be able to thrive on new challenges.
- The ability to work under pressure and to tight deadlines
- Good analytical and drafting skills

PROFESSIONAL EXPERIENCE

5. Company: AngulaCo. Incorporated (formerly AngulaColeman)

Duration of Employment: January 2018 to present

Managing Director: Elize Angula

Position: Candidate Legal Practitioner

Key responsibilities:

1) RESEARCH AND PREPARATION OF INFORMATION FOR THE PROVISION OF LEGAL OPINIONS.

2) LITIGATION (CIVIL) IN SUPREME, HIGH AND MAGISTRATES COURT:

Drafting of:-

- Notice of Motion and Supporting Affidavit
- Particulars of Claim
- Summary Judgement Applications including Supporting Affidavit
- Court Orders which include default judgment orders, RCR orders, mediation referral orders, etc.
- Status Reports
- Case Planning Reports
- Case Management Reports
- Mediation Briefs
- Condonation Application and Supporting Affidavit
- Rule 32(9) and (10) Reports
- Plea
- Counterclaim
- Pre-Trial Reports
- Settlement Agreements
- Filing Notice
- Bond of Security
- Special Power of Attorney
- Index
- Discovery Affidavit and Bundle of discovered documents
- Rule 6 form
- Certificate of urgency
- Affidavit of non-return
- Attend on proof reading pleadings and amending same

3) HIGH AND MAGISTRATES COURT:

- Attendances at court:
- Section 65 financial inquiry hearings
- Checking of court files
- Uplifting court documents
- Taxations before Taxing Master
- Indexing court files
- Filing pleadings
- Attending on queries
- Attend on SADC Tribunal to obtain mediation dates with opposing parties

4) EJUSTICE:

- Creating new case
- Scanning and uploading documents, which includes but not limited to particulars of claim, annexures, application for default judgment, return of service, draft court orders, etc.
- Scheduling matters to the roll be it 1st or 2nd motion court
- Generating, preparing and filing bill of costs
- Generating writ of execution: movable, immovable, right of lien or incorporeal property
- Checking notifications
- Indexing court files
- Filing ancillary cases
- Filing interlocutory cases
- Representing cases

- Filing notice of intention to defend
- Completing Annexure 9 when scheduling matter to the roll

5) DEBT COLLECTION:

Drafting of-

- Letter of Demand
- Particulars of Claim
- Application for Default Judgment
- Summary Judgement Application
- Writ of Execution
- Notice of Sale in Execution
- Rule 108 Applications
- Conditions of Sale
- Notice of taxation
- Bill of Costs
- Section 65A notice in terms of Magistrates Court Act
- Section 65M notice in terms of Magistrates Court Act
- Civil judgment extracts
- Certificate of costs
- Corresponding and consulting with debtors for purpose of settlement
- Various correspondences with client, deputy sheriffs, messenger of court, tracers, correspondents, clerk of court, etc.

6) ADMINISTRATION OF DECEASED ESTATES:

- Attend on registering new estates on the online system
- Attending on Master's office for queries
- Preparing voucher items in respect of the L&D Accounts
- Consulting with clients, creditors, etc.
- Drafting of:-
 - (i) Last will and testament
 - (ii) Section 29 notice
 - (iii) Section 35(5) notice
 - (iv) Liquidation and Distribution Accounts
 - (v) Corresponding with various entities, clients, banks, government gazette, newspapers, clerk of courts

7) CONVEYANCING:

- Attend on deeds office for deeds searches

8) ANCILLARY TASKS:

- Consultations with clients to take new or further instructions
- Liaising with advocates, opposing attorneys, correspondent attorneys, masters office, etc.
- Vast knowledge of ejustice, masters online system, legal suite and ghost practice programmes
- Knowledge and experience of TransUnion system, which entails ITC searches, logging trace alerts, default listing, etc.
- Attend on archiving files and preparing files for storage at Document Warehouse

6. Company: Bank Windhoek Limited

Legal Collections Department

Manager: Legal Debt Recovery

Duration of Employment: 1 October 2021 until present

Key responsibilities:

Accountable for effective and efficient management and administration of legal collection of arrears and bad debt activities of the Branch in compliance with the Bank's credit policy and procedures in order to manage the non-performing loans. Through leading collection staff with the aim to keep provisions in acceptable limits and reduce losses to the bank. Accountable to ensure a high quality, business focused, efficient and cost-effective debt recovery, in compliance with the bank's strategy.

REFERENCES

1. Ms Elize Angula – Director of AngulaCo. Inc.
061-419 500 / 081 128 0366
2. Mr Patrick Kauta – Director of Dr Weder,
Kauta & Hoveka Inc.
061-275 550 / 081 144 7777
3. Ms Esmeralda Katjaerua – Founder of Katjaerua Legal Practitioners
061-400 730 / 081 616 7347
4. Francois Erasmus – Partner of Francois Erasmus & Partners
061-388 850 / 081 124 2357