

HENRI ROSS BOUWER

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🏠 144 Humewood Drive, Sunningdale, 7441, Cape Town, RSA

SKILLS

Legal Research

Opinion Drafting

Information Analysis and Research

Organisation

LANGUAGES

English

EDUCATION

Grade 12 1998

Queensburg Boys High School, Durban

LLB Degree 2001 – 2005

University of KwaZulu-Natal, Pietermaritzburg

Diploma in Insolvency Law 2014

University of Pretoria, Pretoria

SOCIETY

■ Admitted as an attorney on the 13 January 2009

EMPLOYMENT

Candidate Attorney Jan 2006 – Mar 2008

Elliot & Walker Attorneys, Kokstad

Attending at court, drafting pleadings and letters, administration of estates, assistance with debt collection matters, assistance with motor vehicle accident claims, consulting with clients.

Claims Administrator Apr 2008 – Apr 2009

Hedge Financial Services, Johannesburg

General office assistance with the processing of new policies, consulting with clients both new and existing. Processing claims and payments based on respective policies.

Estate Controller May 2009 – Apr 2019

Department of Justice and Constitutional Development, Cape Town

Ensure compliance by trustees with the administration of insolvent estates and all aspects related to the administration thereof in terms of the applicable legislation; conduct legal research and maintain appropriate records in order to draft court reports; consult with clients and ensure that their requests are dealt with expeditiously and effectively.

Assistant Master May 2019 – Present

Department of Justice and Constitutional Development, Cape Town

Managing various groups within the insolvency department at the Masters Office, Cape Town. Supervision and oversight of the administration process of insolvent estates within the Western

Cape, attendance to legal processes in relation to the sale of assets drafting and confirmation of liquidation accounts, managing queries with regard to liquidations and insolvencies, issuing certificates of appointment, dealing with telephonic and general enquires.

PROFILE

I am a responsible, level headed, honest and punctual person. I believe in giving my all to everything that I do. My strength lies in the fact that I have a desire to learn am efficient in everything I do and have strong organisational skills. I am able to prioritise work and achieve goals in a pressurised work environment.

REFERENCES

Siza Mbewana

Department of Justice and Constitutional Development, Cape Town

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Gwen Hedges

Hedge Financial Services, Johannesburg

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Dave Shaw

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