



2022

# CURRICULUM VITAE

Minenhle Moyo



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## **Personal Details**

Name: Minenhle

Surname: Moyo

Nationality: South African

DOB: 18/08/1993

Marital Status: Single

Email address: minniemoyo@gmail.com

Cellphone number: 065 827 5477

Location: Johannesburg

## **Profile**

Legal professional with a history of excellent service to clients, senior leadership and banking associates. Exceptional attention to detail, I have experience in proof reading legal contracts, drafting contracts, insolvency matters, administration and providing detailed legal guidance.

## **Professional Qualifications**

1. University of Cape Town  
Business Rescue Short Course  
September 2022
2. LSSA-UNISA Distance Learning School For Legal Practice  
LSSA-UNISA Distance Law School - Practical Vocational Training (formerly known as PLT)  
January 2022 - July 2022
3. Cornerstone Performance Solutions  
National Certificate – Generic Management: General Management  
January 2020 – February 2021
4. University of Pretoria  
LLM – Mercantile Law Majoring in Banking Law, International Insolvency Law and Statutory Competition Law Jan 2017 – Feb 2018  
LLB  
Jan 2015 – Dec 2016  
Bcom Law Majoring in – Economics and Business Management Jan 2012 – Dec 2014

## **Professional Experience**

## 1. Standard Bank of South Africa – Investor Services Legal Department

Document Management Administrator May 2018 – Nov 2018

- Document management administrator responsible for ensuring that all documentation laying out the relationship between the Bank and each individual client is sourced and filed accordingly.
- Duties included:
  1. Ensuring that the contracts concluded between the Bank and its clients contain all the relevant clauses and are signed by both parties.
  2. Liaising with the relevant people in the Standard and Stanbic Banks in the Africa region in order to ensure that their client relationship documents are in order.
  3. Cross checking client billing agreements to ensure that clients are being billed correctly.

## 2. Sasfin Bank Limited – Group Legal

Legal Graduate January 2020 – February 2021

- Legal graduate working in the legal department responsible for handling the non-performing portion of the asset finance portfolio of the Bank.
- Duties included:
  1. Late stage collections – liaising with debtors as a final measure to secure payment before litigation is pursued.
  2. Responding to legal issues raised by clients and or their legal counsel.
  3. Providing instructions to attorneys handling the litigation with regards to debtors.
  4. Monitoring and reporting on undefended litigation matters.

Legal Co-ordinator March 2021 to date

- Legal co-ordinator working in the legal department responsible for handling the non-performing portion of the asset finance portfolio of the Bank.
- Duties include:
  1. Handling a portfolio of Undefended Litigation matters for non-performing loans.
  2. Late stage collections – liaising with debtors as a final measure to secure payment before litigation is pursued.
  3. Providing legal responses to issues raised by clients and/or their legal counsel.
  4. Providing instructions to attorneys handling the Undefended Litigation with regards to non-performing loans.
  4. Monitoring and reporting on undefended litigation matters.
  5. Submitting and monitoring claims against liquidated estates, sequestrated estates, deceased's estates and companies under business rescue.
  6. Drafting of contracts, i.e Acknowledgements of debt, Fee Indemnities.

7. Training of legal graduates.

## References

5. Rukshana Jantjes  
Senior Legal Coordinator – Sasfin Bank Limited  
[Rukshana.jantjes@sasfin.com](mailto:Rukshana.jantjes@sasfin.com)
6. Tercia Iyer  
Business Risk Manager – Standard Bank of South Africa Limited