

KAYLIN SHAHIDA KING

To whom it may concern

I write this letter to you, to introduce myself and my capabilities that will ideally suit the needs of your company. My enclosed resume will furnish you with information concerning my overall background, training, education and skills. My work abilities are backed up with experience and knowledge. I am well equipped to fulfil administrative duties required by your company. If any task would fall outside my skill abilities, I would embrace and rise to the challenge, as I am a fast learner.

In each of my previous job experiences, I have performed my tasks with due diligence and professionalism. My current objective is to obtain a position that will fully utilize my skillset and enhance potential growth. I believe in excellence and have always dedicated myself, my talents and my creative abilities to ensure the successful accomplishment of my duties. My positive attitude and willingness to evolve and grow, would make me a valuable asset to your company.

As a legal practitioner I am fully aware of the professionalism and ethical expectations that are required in any company. I humbly request that you consider my application.

God Bless.

Sincerely,


KS KING

KAYLIN SHAHIDA KING



Results-driven Legal Practitioner years of experience advising clients in Property law (Conveyancing). Proficient in drafting legal documents. Poised and dedicated professional who is detail-oriented.

✉ kaylinshahidaking@gmail.com

☎ 0713555850

📍 Bloemfontein, Free State, South Africa

WORK HISTORY

October 2017 to Current

Candidate Attorney

EG Cooper Majiedt Inc

- Worked closely with litigation attorneys to research, complete trial preparations and create document drafts for court purposes.
- Drafting of Deeds of Transfer, Power of Attorney, Antenuptial Contracts, Account statements, requesting figures from Centlec and Mangaung.
- Preparation of deeds documents before lodgment at the deeds office.
- Ensured strict client and attorney confidentiality to uphold professionalism.
- Maintained exceptional legal knowledge to maximise positive case outcomes.
- Managed client correspondence by producing emails, letters and handling internal and external calls.
- Participated in professional skills training to develop strength in legal research, analytical problem solving and client counseling.
- Maintained thorough record-keeping for accurate, comprehensive reference purposes.
- Provided key administrative assistance to senior management.
- Reviewed, edited and proofread litigation documents for proper grammar, spelling and punctuation.
- Reviewed case files and reported case progress to clients.

SKILLS

- Effective negotiation
- Contracts management
- Contract law
- Attention to detail
- Caseload management
- Exceptional client care
- Mediation
- Persuasive communicator
- Highly organized
- Proficient in Afrikaans and English
- Intermediate in Xhosa

EDUCATION

Bachelors of Laws, 2019
University of Free Estate

Grade 12 (Matric), 2007
Hangkip High School

CERTIFICATIONS

Admitted as a Legal Practitioners -
Legal Practice Council, 2020

January 2008 to December 2010

Office Manager

Tolboy's Driving Solutions

- Handled accurate, efficient diary management for smooth-running administration processes.
- Monitored office inventory supplies, re-ordering as necessary for smooth, effective service provisions.
- Ordered and maintained office stationery supplies, including ink cartridges, toner and paper.
- Diligently minuted meetings, ensuring thorough notes were recorded and distributed promptly.
- Aggregated and analysed historic administrative costs data, preparing budgets for corporate-level management.
- Facilitated and processed incoming calls and emails, distributing relevant information to necessary departments.
- Efficiently solved complex problems that impacted management.
- Collected and processed payments.
- Created detailed expense reports and requests for office expenditures.
- Entered financial data into company accounting database for verification and reconciliation, maintaining accurate and current accounts at all times.

REFERENCES

Mr M.P Dibete
Director - EG Cooper Majiedt Inc
Contact Number: 0834557667

Mr D J King
Director - Tolboy Driving Solutions
Contact Number: 0829348292

Mrs L ELS
Director - EG Cooper Majiedt Inc
Contact Number: 079 884 7216

Commissioner of Oaths (RSA)

Leandi Eis

LLB

Practising Attorney RSA
77 Kellner Street, Westdene
Bloemfontein

Date: 24 January 2020



UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE FRYSTAAT
YUNIVESITHI YA FREISTATE

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THIS IS TO CERTIFY THAT THE DEGREE

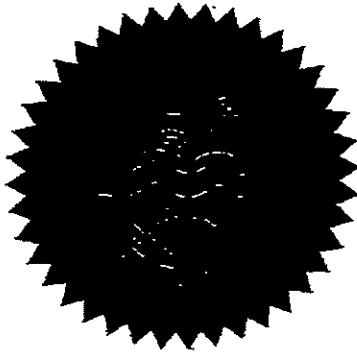
Bachelor of Laws

HAS BEEN CONFERRED UPON

KING, Kaylin Shahida

IN ACCORDANCE WITH THE STATUTES AND
RULES OF THE UNIVERSITY, AS WITNESS
OUR RESPECTIVE SIGNATURES
AND SEAL OF THE
UNIVERSITY BELOW.

[Signature]
VICE-CHANCELLOR



100812

[Signature]
REGISTRAR

BLOEMFONTEIN
6 OCTOBER 2020
2010054381

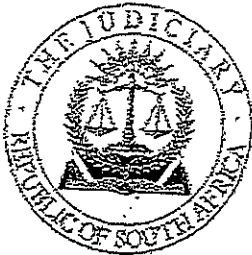
Commissioner of Oaths (RSA)

Leandri Els

LLB

Practising Attorney RSA
77 Kellner Street, Westdene
Bloemfontein

Date: 24 January 2023



GESERTIFISEER AS 'N
WARE AFSKRIF VAN
DIE OORSPRONKLIKE
AKTEVERVAARDIGER
**FREE STATE HIGH COURT
BLOEMFONTEIN
REPUBLIC OF SOUTH AFRICA**

THURSDAY , this 30th day of **JULY** , in the year **2020**

Before the Honourable Justice

C REINDERS

IT IS ORDERED THAT

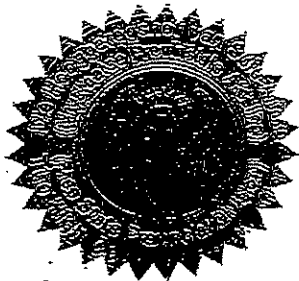
KAYLIN SHAHIDA KING

is admitted to practise as a

LEGAL PRACTITIONER

and the Legal Practice Council is authorised to enrol

her as an **attorney** in terms of Section 30 of the Legal Practice Act, 28 of 2014.



By order of the Court


Registrar.

FREE STATE PROVINCIAL OFFICE
139 Zastron Street | Westdene | Bloemfontein | 9300

P O Box 319 | Bloemfontein | 9300 | Docex: 49 | Bloemfontein

Tel: +27 (0) 51 447 3237 | Fax: +27 (0) 51 430 7369

E-mail: infos@ipc.org.za

NATIONAL OFFICE

Address: Thornhill Office Park; Building 20 | 94 Bekker Road | Vorna Valley, Midrand

Tel: +27 (0)010 001 8500



CONFIRMATION OF ENROLLMENT WITH THE LEGAL PRACTICE COUNCIL

03 February 2022


To whom it may concern

Please note that as per records held by the Legal Practice Council:

Full Names: Kaylin Shahida King

Member number: 61171

Is on the practicing roll of attorneys

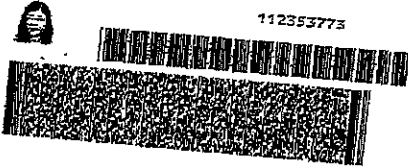


Legal Officer – Professional Affairs
Margarete Van Wyk

Executive Committee: Ms Janine Myburgh – Chairperson, Adv. Kennedy Tsatsawane SC – Deputy Chairperson, Ms Kathleen Matlo-Dlepu, Mr Miles Carter,
Mr Priyesh Daya, Adv. Brenton Joseph SC, Mr Pritzman Busani Mabunda, Executive Officer: Ms. Charity Nzuza

FREE STATE OFFICE - DIRECTOR

Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1987.
Date of Issue: 09 JAN 2020



112353773



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname: KING
Name: KAYLIN SHAHIDA
Sex: F
Nationally: RSA
Identity Number: 8509060170088
Date of Birth: 06 SEP 1988
Country of Birth: RSA
Status: CITIZEN



Commissioner of Oaths (RSA)

Leandri Els
LLB

Practising Attorney RSA
77 Kellner Street, Westdene
Bloemfontein

Date: 24 January 2023

BESEFTIGSEER AS 'N
WARE AFSKRIF VAN
DIE OORSPRONKLIKE

AKTIEVERVAARDIGER

FREE STATE PROVINCIAL OFFICE

139 Zastron Street | Westdene | Bloemfontein | 9300
P O Box 319 | Bloemfontein | 9300 | Docex 49 | Bloemfontein
Tel: +27 (0)51 4473237 | Fax: +27(0) 51 4307369
E-mail: info@lpc.org.za

NATIONAL OFFICE
Thornhill Office Park Building 201
94 Bekker Road | Verre Valley Midrand | 1686
Tel: +27 (0)10 001 8500




CERTIFICATE OF GOOD STANDING

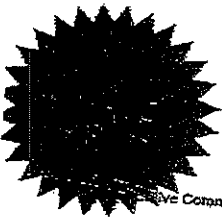
I, **MARGARETTE VAN WYK**, Director of the Free State Provincial Office, do hereby wish to confirm that the Legal Practice Council is a statutory body in terms of Section 4 of the Legal Practice Act, No. 28 of 2014 ("the Act") with its powers, objects and authority to regulate and administer legal practitioners under its jurisdiction vested in Section 6 of the Act.

I certify that it appears from the Roll kept by this office that **KAYLIN SHAHIDA KING** (Member no 61171):

1. was duly admitted and enrolled as an **ATTORNEY** of the High Court of South Africa (Free State Provincial Division) **2020-07-30**;
2. That her name has not been removed from the Roll of Attorneys, she had not been suspended from practice and there are at this date no proceedings pending by the Council to strike her name from the Roll or to suspend her from practice;
3. That she is currently in possession of a valid Fidelity Fund certificate;
4. That she has complied with all her financial obligations to the Council;
5. That she is according to the information available to the Council, in good standing with the Council.

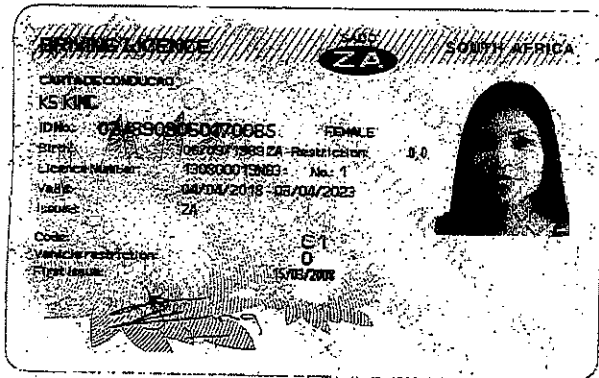
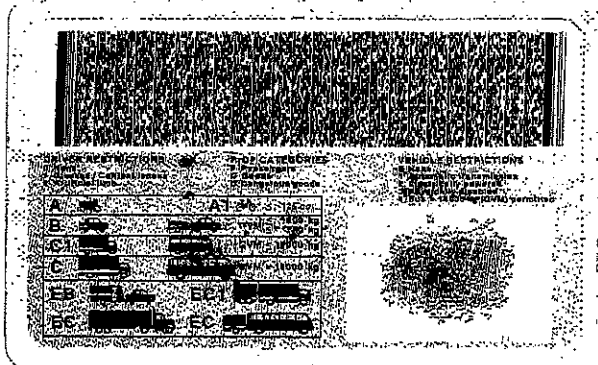
Given under my hand at Bloemfontein on **2023-01-12**.


MARGARETTÉ VAN WYK
DIRECTOR



Executive Committee: Ms Janine Myburgh – Chairperson, Adv. Kennedy Tsatswane SC – Deputy Chairperson, Ms Kathleen Mabile-Dieppu, Mr Miles Carter, Mr Priyesh Daya, Adv. Brenton Joseph SC, Mr Pritzman Busani Mabunda, Executive Officer: Ms. Charity Nzuza

FREE STATE OFFICE – DIRECTOR: MARGARETTE VAN WYK



Commissioner of Oaths (RSA)
 Leandi Els
 LLB
 Practising Attorney RSA
 77 Kellner Street, Westdene
 Bloemfontein
 Date: 25 January 2020
 GEDRUKTE AFSCRIF AS 'N
 WARE AFSCRIF VAN
 DIE OORSPRONKLIKE
 AKKEVERVAARDIGER