

Ndilimeke Itembu

Senior Legal Secretary

Contact

+264 81 589 2250

Ndilimekei8@gmail.com

Experience

1 March 2018 – January 2019

Receptionist • Van Der Merwe Greeff Andima Inc

February 2019 – 30 June 2020

Legal Secretary • Conveyancing • Van Der Merwe Greeff Andima Inc

- Scheduling appointments with clients and advocates, managing the switchboard, filing and scanning as well as minor bookkeeping tasks.
- Assisted with filing suits on e-justice as well as drafting legal documents.
- Assisted with drafting deeds of sale, transfer and bond documents and assisting with the preparation, lodgement and registration of property in the deed's office.

Experience

1 July 2020 – 31 October 2021

Legal Secretary • Nixon Marcus Public Law Office

- Coordinating office activities, assisting with the drafting of legal documents such as letters of demand, pleadings, settlement agreements, letters and additional legal documents.
- Performing legal secretarial duties such as opening files, maintaining diaries for the assigned lawyers, scheduling meetings for legal practitioners as well as providing information to the other administrative staff.

Experience

1 November 2021 – Current

Senior Legal Secretary • Ellis and Partners Legal Practitioners

- Conduct legal research on a wide range of topics, including case law, statutes and regulations to support attorneys in case strategy and

preparation and ensuring that all relevant laws, regulation and precedents were considered.

- Assist in drafting and reviewing legal documents, such as contracts, pleadings, motions, briefs to senior counsels and discovery requests.
- Maintain and organise legal files and documents, ensuring accessibility and accuracy, attend to judicial case management;
- Schedule and manage attorney-client meetings and court appearances, coordinating calendars and travel arrangements.
- Provide administrative support such as preparing invoices, filing documents and correspondences.
- Attend to Trust and Estate Administration matters in accordance with the prescribed law and liaising with the office of the Master of the High Court.
- Provide company secretarial support by attending to the preparation, lodgement and registration of Companies and Corporation with BIPA.

Education

2015 - 2016
Swakopmund Secondary School
Grade 11-12

2017 - 2019
University of Namibia
Diploma in Law

2021 - Current
Stadio University – Bachelor of Commerce in Law

2021
eLearning College – Short Course in Accounting and Finance

2023
Corporate Governance Institute UK & Ireland
Part 1 Company Secretary

Key skills

- Legal research and analysis;
- Document preparation and review;
- Legal writing and communication;
- Legal software efficiency

References

Ms Pepua Karamata
Legal Practitioner: Katjaerua Legal Practitioners
+264 61 400 730

Mrs Anthea Van Der Merwe
Office Manager: Van Der Merwe Greeff Andima Inc
+264 61 225 497