

Curriculum Vitae

OF

Hanri Verwey

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PERSONAL DETAILS

SURNAME : VERWEY
FULL NAMES : HANRI
IDENTITY NUMBER : 890802 0089 08 8
DATE OF BIRTH : 1989-08-02
RESIDENTIAL ADDRESS : 18A DUVENHAGE STREET
KIMBERLEY
8301
CELL NUMBER : 073 496 7537
NATIONALITY : SOUTH-AFRICAN
MARITAL STATUS : UNMARRIED
HOME LANGUAGE : AFRIKAANS
PROFICIENCY IN OTHER LANGUAGES : ENGLISH (EXCELLENT)
DRIVERS LICENCE : CODE EB
SOUTH AFRICAN EMPLOYMENT EQUITY STATUS : WHITE FEMALE

HIGH / SECONDARY SCHOOL EDUCATION

School attended : Diamantveld (Kimberley)
Highest grade passed : Grade 12 (2007)

TERTIARY EDUCATION

1. University attended : UNISA

Degree : Bachelor of Laws (LLB)

(Graduated February 2015)

(NQF Level 8)

Been in Legal practice since February 2010 (5 year article contract)

Admitted as an Attorney by the High Court in June 2015

Admitted to appear in the High Court since September 2015

CERTIFICATE / DIPLOMA, COURSES ATTENDED

1. Certificate : End-User Technology

Period of attendance : 2008
Institution : Damelin (Bloemfontein)

2. Certificate : Customer Services

Period of attendance : 2008
Institution : Fasset Learning

3. Certificate : PASTEL XPRESS course

Period of attendance : 2008
Institution : Banlie Trust

4. Certificate : Introduction to SAMTRAC and SAMTRAC Safety Management

Period of attendance : 2009
Institution : NOSA

5. Course : LEAD Legal opinion writing

Period of attendance : 2011
Institution : LEAD SA

6. Course : Conveyancing PRACTICE

Period of attendance : 18-21 July 2017

Institution

**GAWIE LE ROUX CENTRE OF
CONVEYANCING**

7. Course : Practice management (PMT)

Period of attendance : 2nd Intake 2017 (August – October)
Institution : LEAD SA

8. Course : Introduction to Medical Law

Period of attendance : 2018 (Online course)
Institution : LEAD SA

9. Course : Legal Practice Act

Period of attendance : 23 May 2019
Institution : LEAD SA

10. Course : Residential lease and Evictions

Period of attendance : 04 February 2022
Institution : LEAD SA

11. Course : SMS Pre-entry programme (Nyukela Public service)

Period of attendance : May 2023
Institution : NATIONAL SCHOOL OF
GOVERNMENT

PROFESSION HISTORY

PERIOD	MILESTONE
2010-2015	5 YEAR ARTICLE CONTRACT
2015	DEGREE OBTAINED
2015	ADMISSION AS ATTORNEY
2015 SEPTEMBER	HIGH COURT APPEARANCE
2017	PRACTICE MANAGEMENT
2022 APRIL	PASSED NOTARY EXAM
2022 JULY	ADMISSION AS NOTARY
2023 MAY	NYUKELA PUBLIC SERVICE

EMPLOYMENT HISTORY

1. Employer	:	Auto Niche (Bloemfontein)
Period	:	January – March 2008 (Temporary employment)
Position held	:	Administration Clerk
Key Outputs	:	General clerical and administration support
	:	Managing sound record keeping and record management practices within the organization
	:	Customer service and feedback to clients
Competencies	:	Positive strategic thinking ability
	:	Excellent people skills
	:	Outstanding verbal/written communication

- skills
- : Decision-making abilities
- : Conflict management & negotiation skills
- : Ability to function independently in a pressurized environment as well as within a team
- : Apply time management principles
- : Sound planning, organizational and control skills
- : Computer Literacy

2. Employer	:	NOSA (Bloemfontein)
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Period : **June 2008 – February 2010**

Position held : **Co-ordinator and Admin Clerk**

- Key Outputs**
- : General administration and clerical services and support
 - : Client liaison (external stakeholders included)
 - : Resolve enquiries efficiently and within a professional timeframe and ensure client satisfaction
 - : Co-ordinate bookings of venues, travelling arrangements, training material and dispatching of material
 - : Invoicing on Pastel
 - : Co-ordinating and manage all necessary SETA-documents

- Competencies**
- : Administrative writing skills
 - : Reporting skills
 - : Supply Management and presentation skills
 - : Decision-making abilities
 - : Conflict management & negotiation skills

- : Ability to function independently in a pressurized environment as well as within a team
- : Apply time management principles
- : Sound planning, organizational and control skills
- : Computer Literacy

3. Employer	:	Haarhoffs Incorporated (Kimberley)
Period	:	March 2010 – July 2016
Position held	:	Candidate Attorney / Junior Attorney
Fields practiced in	:	Magistrates Court, High Court, Civil and Criminal Litigation
	:	Road Accident Fund Litigation
	:	Family Law Litigation
	:	Maintenance Court Litigation
	:	Interdicts Court Litigation
	:	Company Law (Sequestrations & Insolvency)
	:	Labour law
	:	Notarial Practice
	:	Contractual law
	:	Evictions
	:	Estate Administration
	:	Conveyancing

Specific skills gained:

- Communicate persuasively.
- Be able to advocate a position or a cause.
- Develop keen listening skills.
- Master the stylistic and mechanical aspects of writing.
- Draft effective legal documents such as motions, briefs, memorandums, resolutions, and legal agreements.

- Reviewing complex written documents, drawing inferences, and making connections among legal authorities.
- Developing logical thinking, organization, and problem-solving abilities.
- Structuring and evaluating arguments.
- Using inductive and deductive reasoning to draw inferences and reach conclusions.
- Learn proper legal citation.
- Local, state, and federal court systems.
- Relevant filing deadlines.
- Fundamental principles of law in the practice areas in which they work.
- A strong work ethic.
- The ability to juggle competing priorities and the ability to meet tight deadlines.

4.	Employer	:	P Joubert Incorporated (Kimberley)
	Period	:	August 2016 – March 2018
	Position held	:	Office Manager (assistant attorney) (Specialises in Road Accident Fund and Medical Negligence, Wrongful arrest and other State Liability High Court and Magistrate Court Litigation)

Key Outputs	:	Know and understands the ethics and rules prescribed by the Law Society
	:	Be legislatively compliant and manage practice efficiently
	:	Management of risks within the practice
	:	Management of finances, information technology, human resources and employment equity
	:	Register, report and manage FICA in the practice
	:	Long term objectives/plans associated with
	:	Manage the Promotion of Access to Information (PAIA) procedures and

- processes
- : Manage specific activities and procedures associated with auxiliary services
- : Chairing and initiating of disciplinary Hearings
- : Manage Occupational Health and Safety
- : Internal labour management

- Competencies**
- : Positive strategic thinking ability
- : Excellent people skills
- : Outstanding verbal/written communication Skills
- : Decision-making abilities
- : Conflict management & negotiation skills
- : Ability to function independently in a pressurized environment as well as within a team
- : Apply time management principles
- : Sound planning, organizational and control Skills
- : Court case flow management
- : High Court trial and settlement negotiations
- : Client feedback and accounting responsibilities
- : Taxation of Bills of Cost

5.	Employer	:	Venters Rust Incorporated (Kimberley)
	Period	:	April 2018- Aug 2021
	Position held	:	Litigation Manager (Assistant attorney) (Specialises in Road Accident Fund High Court Litigation, Civil High Court litigation, State Liability Act, Family law, Harrasment & Domestic violence, Insolvency law, General

**Magistrate court and High court litigation,
estates and Medical negligence claims)**

Key Outputs

- : Assistance of personnel management
- : Be legislatively compliant and manage practice efficiently
- : Management of risks within the practice
- : Management of litigation department
- : Management of court Case flow
- : Motion Court/Trial case management

(including attending to out of court settlement negotiations and correspondence, as well as pre-trial conferences)

- : Manage specific activities and procedures associated with clientele services
- : Appearance in High Court in and out of open Court

Competencies

- : Positive strategic thinking ability
- : Excellent people skills
- : Outstanding verbal/written communication Skills
- : Decision-making abilities
- : Sound knowledge of Court practice and directives
- : Conflict management & negotiation skills
- : Ability to function independently in a pressurized environment as well as within a team
- : Excellent drafting skills on Court process documentation including Pleadings and Motions
- : Apply time management principles
- : Sound planning, organizational and control Skills

6. Employer	:	PGMO Attorneys Incorporated
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Period : Sep 2021 - Current

Position held : **General practitioner (Assistant attorney and Notary Public)**

General practice with speciality in fields of :

- : Magistrates Court, High Court, Civil and Criminal Litigation
- : Road Accident Fund Litigation
- : Family Law Litigation
- : Maintenance Court Litigation
- : Children's Court Litigation
- : Interdicts Court Litigation
- : Company Law (Sequestrations & Insolvency)
- : Labour law
- : State Liability Act
- : Mining Law
- : Notarial Practice
- : Contractual law
- : Commercial law
- : Evictions
- : Estate Administration
- : Notarial practice
- : Conveyancing

Key Outputs :

- : Assistance of personnel management within your team
- : Be legislatively compliant and manage practice efficiently
- : Management of risks within the practice
- : Management of litigation department
- : Management of court Case flow
- : Motion Court/Trial case management

- : Manage specific activities and procedures associated with clientele services
- : Appearance in High Court, Magistrate's Courts, Labour tribunals in and out of open Court
- : Drafting of Notarial documentation
- : Mediation

Competencies

- : Strategic Capability and Leadership skills in development and training of assisting staff
- : Programme and Project Management within practice which includes management of clientele and liase
- : Financial Management, Trust funds and investments
- : Change Management, adaption to current directives within practice and sphere of practice
- : Knowledge Management, regular update and training on current legislation and case law
- : Problem Solving and Analysis
- : People Management and Empowerment
- : Client Orientation and Customer Focus

REFERENCES

1. **Previous employer**
 Haarhoffs Incorporated
 Div Pretorius
 053 832 5211/2/3/4

2. Previous employer

P Joubert Incorporated

Pieter Joubert

021 950 1600