



Kingjustine Mulalo Tshivhase

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative, consultant, legal research and development job where my experience and expertise are involved. My positive points are to engage with the community and come up with recommendations on legal issues. Also the necessity of being productive and helpful person within the firm/company and society. I believe in team building and team work with people from different social backgrounds, colour, ethnicity and religion. Overallly I am a hardworking person and very committed to any position given to me.

Preferred occupation

Administrators

Administrative jobs

Personal assistant

Administrative jobs

Filing clerk

Administrative jobs

Academic officer

Management, human resources jobs

Lawyers

Law, legal jobs

Paralegals

Law, legal jobs

Collections paralegal

Law, legal jobs

Transport assistant

Other jobs

Office manager

Other jobs

Miners

Mining jobs

Part time jobs

Part time, weekend jobs

Jobs abroad

Jobs abroad

Preferred work location

Bethlehem

Free State

Bloemfontein
Free State

Harrismith
Free State

Kroonstad
Free State

Sasolburg
Free State

Welkom
Free State

East Rand
Gauteng

Johannesburg
Gauteng

Pretoria / Tshwane
Gauteng

West Rand
Gauteng

Drakensberg
KwaZulu-Natal

Durban City
KwaZulu-Natal

Bela-Bela / Warmbad
Limpopo

Lephalale / Ellisras
Limpopo

Marblehall
Limpopo

Modimolle / Nylstroom
Limpopo

Mokopane / Potgietersrus
Limpopo

Musina / Messina
Limpopo

Phalaborwa
Limpopo

Polokwane / Pietersburg
Limpopo

Thabazimbi
Limpopo

Tzaneen
Limpopo

Bethal

Mpumalanga

Ermelo
Mpumalanga

Groblersdal
Mpumalanga

Komatipoort
Mpumalanga

Lydenburg
Mpumalanga

Mbombela / Nelspruit
Mpumalanga

Middelburg
Mpumalanga

Piet Retief
Mpumalanga

Witbank
Mpumalanga

Volksrust
Mpumalanga

Standerton
Mpumalanga

Contacts and general information about me

Day of birth	1989-06-18 (34 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.01 iki 2017.02
Company name	M-Plan Architectural c.c.
You were working at:	Administrators
Occupation	Legal Research and Contract Administrator
What you did at this job position?	Personal assistant, Drafting of legal documents of construction, Consultation and meetings with the Director and clients, Legal research and opinions.

Working period **nuo 2017.03 iki 2018.03**

Company name T.S. Attorneys Inc

You were working at: Paralegals

Occupation Legal Research and Development Consultant

What you did at this job position? Personal assistant, Consultation and meetings with the Director and Clients, Legal procedure and drafting of documents, Legal Research and opinions, Community engagement.

Working period **nuo 2018.04 iki 2020.01**

Company name Highway Connections c.c.

You were working at: Transport assistant

Occupation Legal Research and Transport Consultant

What you did at this job position? Personal assistant, consultation and meeting with Director and Clients, Logistics management, Drafting of legal documents, Legal research and opinions.

Education

Educational period **nuo 2010.02 iki 2014.11**

Degree Honours

Educational institution University of Venda

Educational qualification LLB (Law)

I could work Candidate Attorney / Lawyer / Administration

Educational period **nuo 2013.02 iki 2013.11**

Degree Certificate

Educational institution University of Venda

Educational qualification Law Clinic

I could work Legal Research and Paralegal

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
Tshivenda	very good	very good	good
isiZulu	very good	very good	good
SiSwati	good	good	good
isiNdebele	good	good	basic

Computer knowledge

Microsoft Office
 Spreadsheets
 Email communication
 Marketing automation
 Data visualization

Analytics
Conferences, seminars

Social media
 Black Lawyers Association.
 Graphic design
 Community engagement on crimes and gender equality.
 Legal Research and Development.
 Moot Court.

Recommendations

Contact person Miss Mashudu G. Tshivhase
 Occupation Architect - Director
 Company M-Plan Architectural c.c.
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Contact person Mr Thulani Sithole
 Occupation Attorney - Director
 Company T.S. Attorneys
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Contact person Mr Fungai Chinyanga
 Occupation Logistics Managing Director
 Company Highway Connections
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Contact person Dr. Inga. David Tinarwo
 Occupation Senior Lecturer - Renewable Energy Consultant
 Company University of Venda
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Contact person	Dr. Patrick Dzimiri
Occupation	HOD Department of Development Studies
Company	University of Venda
Telephone number	015 962 8126
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Additional information

Your hobbies	Sports Travelling Watching documentaries and series
Driver license from	2017-07-00 (6 years)
Salary you wish	15 000 R per month