



# Tshepo Napo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am seeking Paralegal, Legal assistant and Legal Clerk opportunities.

My positive points are that I have 1 year's experience as a Legal Secretary, doing tasks such as:

- Liasing with correspondent attorneys
- Drafting pleadings and notices
- Attending to index and pagination
- Attending to issuings at sheriff's office.

Preferred occupation	Paralegals Law, legal jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1995-05-24 (30 years old)
Gender	Male
Residential location	Brits North West
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2023.12 iki 2024.12</b>
Company name	Mojapelo Attorneys
Occupation	Legal Secretary
What you did at this job position?	I performed administrative tasks such as Liasing with Correspondent attorneys and drafting pleadings and notices, and various other legal admin tasks.

## Education

Educational period	<b>nuo 2015.07 iki 2023.11</b>
Degree	Diploma
Educational institution	University of South Africa(UNISA)
Educational qualification	Diploma in Law
I could work	Law firms, courts, sheriff's offices.

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	very good	fluent	good
Afrikaans	basic	basic	good

#### Computer knowledge

MS Word  
PowerPoint  
Email  
Microsoft 365

#### Recommendations

Contact person	Stanley Diangwane
Occupation	Attorney
Company	Mojapelo Attorneys
Telephone number	0135906579
Email address	sm.diangwane@outlook.com

#### Additional information

Your hobbies	I like to read legal literature, mostly past cases and law reviews. I also like to do legal Research about various legal scenarios that I find interesting.
Driver licenses	None