



Priyanka Naidoo

TEFL QUALIFICATION (120 HOURS)

QUALIFICATION NUMBER: 603/7201/1

Details

Address:

26 Philirene Road
Raslouw, Centurion,
Gauteng, South Africa.

Contact Details:

0795969364

Naidoopri3@gmail.com

Place of birth:

South Africa

Nationality:

South African

Race:

Indian

Skills

Microsoft Office Word

Microsoft PowerPoint

Computer Skills

Microsoft Excel

Creativity

Leadership

Communication Skills

Fast Learner

Microsoft Office

Profile

Graduate of the University of South Africa with a Bachelor of Laws Degree (LLB). I am a passionate and adaptable professional with a law degree and a robust background in both legal practice and corporate IT systems. With two years of experience in law and five years in the corporate sector, I have gained skills in IT systems management, troubleshooting, maintenance, and user support. I have a strong enthusiasm for teaching and possess a natural ability to connect with students of all ages. Known for my resourcefulness, patience, and sociability, I thrive in creating engaging and inclusive learning environments where both children and adults can excel.

Education

- Bachelor of Laws (LLB)**

Completed – March 2020

University of South Africa

Courses

- TEFL Certification**

- Short Course in Practical Labour Law**

Completed – 2022

University of South Africa

Employment History

Employer - BCX (Contractor for Telkom)

Position - Business Consultant

December 2016 – October 2021

I provided comprehensive IT support to a mobile network

stores, including maintaining employee details, assisting with contract searches, creating new stores and licenses, monitoring system performance, investigating and resolving failures, managing alerts, and ensuring adherence to project deadlines while delivering weekly management reports.

Employer - Raath Law Inc.

Position - Candidate Attorney

November 2021 – December 2022

I gained extensive experience in legal administration through client consultations, drafting legal documents, attending court proceedings independently, liaising with various stakeholders, and ensuring compliance with jurisdictional requirements. Additionally, I specialized in drafting pleadings such as Combined Summons, Affidavits, and Settlement Agreements, and handled court appearances.

Employer – Baloyi Swart & Associates Inc.

Position - Candidate Attorney

February 2023 – April 2024

I have extensive experience executing legal actions for NEDBANK, including repossession of vehicles, mortgage bonds, personal loans, and current accounts, managing files, drafting legal documents such as demand letters and summonses, and maintaining communication with clients while achieving high efficiency in handling multiple matters independently.

Ability to Multitask

Strategic Planning

Communication

Languages

English

Afrikaans
