

Danelle Pillay

PROFESSIONAL PROFILE

I have obtained my BCom Law Degree through Varsity College in 2020 and currently studying part-time via Unisa with the intention of achieving my LLB degree. I revel in opportunities that allow me to build on my skill sets and expand my repertoire. Research and development is something I have utilized in both leisure and necessity. I find that I am not comfortable with not going above and beyond to ensure and inform my methods and opinions and that habit has nurtured and allowed me to hone my research skills over the years. I work well with the diagrammatic approach and find the schematics to be the driving force required to detail the semantics. I have acquainted myself with and grown quite fond of a formulaic approach, but I also favor assessing certain situations on a case-by case basis where required.

My Bcom Law degree has exposed me to both the legal field and the business side of my future career path. So not only am I informed of the economical aspect, but I also understand the legislative elements and forces behind it. I work well with lists and consequently that has led to establishing a lifelong relationship with PowerPoint presentations to better structure and prioritize within the various categories in my life as well as facilitating a better learning experience for myself and to plan and present TEFL lessons. I am a hardworking, motivated individual with a drive and passion to take on any task with due diligence and utmost dedication. I am capable of producing effective results both individually and within the ambit of a team structure. I am willing to learn from those I interact with as well as assist where I am needed so that we can accomplish the fulfilment of the task at hand.

I delight in opportunities that challenge my intellect and capabilities, and I am eager to take on any tasks that require me to broaden my scope of knowledge. I am confident that I will be the investment that your company requires to uphold the principles, and status, enhance ambition and drive it forward through the role I would take in it. I would appreciate it if you will please take my application into your consideration to afford me the opportunity of working for your company.

PERSONAL DETAILS

Date of Birth	: 16 August 1996
Gender	: Female
Nationality	: South African
Race	: Indian
Contact Number	: 061 4211 431 / 083 786 1335
Email address	: danellepillay16@icloud.com
Drivers License	: Code 8 (Own Vehicle)
Location	: Queensburgh, Durban

QUALIFICATIONS

Tertiary Studies Current

Bachelor of Laws	2020 to present
UNISA	

Tertiary Studies Completed

Bachelor of Commerce in Law	Completed 2020
Varsity College	

Training Courses Completed**Administrative Support**

Alison

Completed May 2022

Diploma In Psychology

Alison

Completed May 2022

English Writing Skills

Alison

Completed April 2022

Google Digital Skills for Africa:**Fundamentals Of Digital Marketing** Google

Completed January 2022

TEFL/TEFOL Certificate

TEFL Teaching

Completed October 2021

Microsoft Word Certificate

Corporate Finance Institute

Completed September 2021

Microsoft Excel Certificate

Corporate Finance Institute

Completed August 2021

Dale Carnegie Certificate

Dale Carnegie

Completed April 2019

HIGH SCHOOL STUDIES**Matric**

Queensburgh Girls High

Completed 2014

PROFESSIONAL SUMMARY

Computer Literacy / Packages	<ul style="list-style-type: none">• Microsoft Word• Microsoft Excel• Microsoft Outlook• Microsoft Publisher• Microsoft PowerPoint• Basic Sage Pastel• Pastel Payroll• Google Docs• Google Slides
Skills and Attributes	<ul style="list-style-type: none">• Professional Writing• Microsoft Office• Data Entry• Attention to Detail• Analytical Skills• Emotional Intelligence• Critical Thinking Skills• Problem Solving Skills• Organizational Skills• Interpersonal Skills

	<ul style="list-style-type: none"> • Communication Skills • Data Analysis • Conflict Resolution • Language Skills. • Leadership Skills
Interests and Hobbies	<ul style="list-style-type: none"> • Reading • Writing • Editing • Photography • Listening to classical music • Yoga • Meditation • Baking

PROFESSIONAL EMPLOYMENT EXPERIENCE - CURRENT

: Telemarketing

ROLE

COMPANY

: SEESA (Pty)Ltd

PERIOD

: February 2023 to June 2023

Key Performance Area

- Telesales for the products :
- Paytime
- BEE
- Compliance and Transparency

PROFESSIONAL EMPLOYMENT EXPERIENCE - PREVIOUS

ROLE

: Contract Work

COMPANY

: KPC3 International

PERIOD

: February 2022 to September 2022

Key Performance Area:

- Registrations and Licenses
- Trusts and Estates
- Drafting Employment Contracts
- Handling SARS queries
- Assisted the Debtor's Clerk
- Admin duties
- Drafting of a business plan

ROLE : Contract Work
COMPANY : KPC3 International
PERIOD : March 2020 to June 2020
REASON FOR LEAVING : Contract ended

Key Performance Areas:

- Data capturing
- Microsoft Excel
- Pastel Payroll

ROLE : Contract Work
COMPANY : CJP CHEMICALS
PERIOD : January 2019 to January 2019
REASON FOR LEAVING : Contract ended
Key Performance Areas

- Updated the company's customer database

LEADERSHIP ROLES

- Media assistant in Grade 6
- Media Monitor and Prefect in Grade 7
- Student Representative in 2016 and 2017
- VC Voice Council 2017

REFERENCES AVAILABLE ON REQUEST