

COVER LETTER

CARLA DE BEER

LEGAL AND GOVERNANCE PROFESSIONAL

PROFILE

Name

Carla de Beer

Date of Birth & Age

24 April, 1987

33 Years

Address

Montana Park

Pretoria

Phone

071 266 3620

E - mail Address

consulting@peritulaw.co.za

Marital status & dependants

Unmarried

No dependants

Driver's license

Code 8

Identity number

870 4240 008 085

TO: WHOM IT MAY CONCERN

RE: PROFESSIONAL SERVICES

1. It is with excitement that I submit my profile to you.
2. During my employment in private practice, I discovered a passion for Corporate Governance as well as Company and Commercial Law, which motivated me to focus my post - graduate studies in this field.
3. I have in excess of 12 years' work experience.
4. I would like to thank you for perusing my profile and I would appreciate an opportunity to discuss my credentials in greater detail.

Yours faithfully,



Carla de Beer

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QUALIFICATIONS

2001 - 2005

Secondary Education

Glenvista High School
Matric

2006 - 2011

Tertiary Education

University of Johannesburg
Bachelor of Law (LLB)

January

2012 -

December
2012

Post Graduate Education

Distant Learning School for Legal Practice
Graduate of the Law School of South Africa

2013

Post Graduate Education

Attorneys Admission Exams
I have passed all four sections of the
practical examinations in terms of the
Attorneys Act 53 of 1979

2019

Post Graduate Education

University of Cape Town
Commercial and Contract Law Short Course

2014 - 2020

Post Graduate Education

Chartered Governance Institute of South
Africa.
CIS Professional Post - Graduate -
Qualification : Company Secretarial and
Governance Practice

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EMPLOYMENT EXPERIENCE

June 2014 - November 2020 **Ledwaba Sam Attorneys
Sandton, Johannesburg
Senior Attorney**

- Management, control and compliance of head office and two regional offices.
- Review of commercial contracts within National, Provincial and Local Public and Private Organizations.
- Review and re-drafting of general policies and governance framework structures within Governmental and Private Organizations.
- Forensic investigating and reporting on malpractice, abuse and/or fraud within Governmental Organizations.
- Leading inductions and skills transfer for staff of organizations (Group 5, IBM and others – FIDIC & NEC Contracts) in legal and High Court Litigation.
- Magistrate Court and High Court Litigation.
- General legal advising and advice to various Boards.
- Advising on recommended best practice and proposals to the Gauteng Provincial Legislature on Draft Legislation.
- My past clients include *inter alia*, Transnet Group, Eskom SOC Limited, Office of the Premier (MPU), various Governmental Departments in Gauteng and Mpumalanga, Estate Agency Affairs Board, AgriSETA and a range of private clients (mandates subject to confidentiality).

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EMPLOYMENT EXPERIENCE

January

2013 -

April

2014

**Van Rensburg, Koen and Baloyi
Attorneys**

Arcadia, Pretoria

Candidate Attorney and Attorney

- All aspects of High Court Litigation including briefing of and consulting with counsel and attending court proceedings with counsel, the preparation of court and counsel's documents, indexing and paginating bundles for court, drafting of Notices, Applications, Pleadings and Affidavits.
- All aspects of Magistrates Court Litigation, including briefing of and consulting with counsel, taking instructions and consulting with clients, attending court proceedings, attending court proceedings with counsel, the preparation of court and counsel's documents, indexing and paginating bundles for court, drafting of Notices, Applications, Pleadings and Affidavits.
- Researching various aspects of law.
- Attending to after hours bail applications.

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EMPLOYMENT EXPERIENCE

**December
2010 - July
2012**

**Breedt Incorporated
Roodepoort, Johannesburg
Candidate Attorney**

- All aspects of High Court Litigation including briefing of and consulting with counsel and attending court proceedings with counsel, the preparation of court and counsel's documents, indexing and paginating bundles for court, drafting of Notices, Applications, Pleadings and Affidavits.
- All aspects of Magistrates Court Litigation, including briefing of and consulting with counsel, taking instructions and consulting with clients, attending court proceedings, attending court proceedings with / without counsel, the preparation of court and counsel's documents, indexing and paginating bundles for court, drafting of Notices, Applications, Pleadings and Affidavits.
- Researching various aspects of law.
- Attending to after hours bail applications.

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EMPLOYMENT EXPERIENCE

March

2009 -

August

2009

Negota SSH

Randburg, Johannesburg

Legal Assistant

- Drafting of Pleadings and Notices, assisting in an administrative role, Filing and Serving of documents.

January

2008

Muller and Nolte Attorneys

Vanderbijlpark, Johannesburg

Vocational Work

- Drafting of Pleadings and Notices, assisting in an administrative role, Filing and Serving of documents.

SKILLS, GENERAL COMMENTS AND MEMBERSHIP OF PROFESSIONAL BODIES

- Fully literate in English and Afrikaans.
- Computer literate, e.g. Microsoft Office [Excel, Word & PowerPoint].
- Admittance as an Attorney of the High Court since November 2013
- Chartered Membership - ICSA