

REF:

FAX:

ATTENTION:

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

APPLICATION FOR A POSITION AS ASSISTANT COMPANY SECRETARY / COMMITTEE SECRETARY

I am writing to express my interest in any available position within your organization as an Assistant Company Secretary or Committee Secretary. I believe my qualifications, experience, and passion for corporate governance make me a strong candidate for this role.

I am currently pursuing my Chartered Governance Institute of Southern Africa (CGISA) qualification and am a registered member of the institute. I also hold a Paralegal undergraduate qualification, a National Certificate in Local Government and Public Administration, and a Certificate in Secretarial Studies from Varsity College. Additionally, I am computer literate and proficient in various office software.

Presently, I am employed at AfroCentric Health (Medscheme Holdings) as an Assistant in the Company Secretarial Department. My previous experience includes serving as Committee Secretary to the Company Secretary at the National Health Laboratory Service (NHLS), and as Executive Legal PA at Palace Group & Technologies. I have also worked at Koikanyang Incorporated, TGR Attorneys, and Stemela Lubbe Attorneys (in partnership with South African Airways) in various legal secretarial and paralegal roles.

Earlier in my career, I worked at LegalWise as an After-Hours Customer Care Legal Consultant, where I gained valuable experience in legal advice, litigation procedures, client relations, and short-term insurance sales. I also served at Savage Jooste & Adams Attorneys as a Litigation Officer/Paralegal, handling recoveries, drafting litigation documents, and attending motion court.

I am passionate about serving people and committed to delivering high-quality support in legal and governance environments. I am confident that my diverse experience and dedication would make a meaningful contribution to your team.

I am available for an interview at your convenience and would appreciate the opportunity to further discuss how I can add value to your organization.

Thank you for considering my application.

Yours faithfully,

Miss Lebogang Solla

Cell: 072 032 1588 / 067 644 9618

Email: sibukosethu3@gmail.com

CURRICULUM VITAE

Surname : Solla
First name : Lebogang Veronicah
Postal address : 49 Florida Cabanas, 2nd Avenue, Hull Street Florida, 1709
Mobile number : 072 032 1588 / 082 368 8007
Nationality : South African
Identity number : 790807 0523 086
Languages : English, Setswana, Sotho, Afrikaans, Zulu
Notice period : 1 Month

EDUCATION BACKGROUND

Currently studying CIS

Institution : **CGISA**
Year Diploma : **Currently**
Institution : Diploma in Executive Legal Secretarial (completed)
Year Diploma : **Varsity College Year**
Institution : 2012
Year Diploma : Diploma in Paralegal (incomplete left with 4 Modules)
Institution : **Tshwane University of Technology**
Diploma : 2007
(complete) : Certificate (in Complete)
Year completed : **Tshwane University of Technology**
SCHOOL ATTENDED : Certificate in Local Government and Public Admin

Institution Highest : 1998
grade Year
Subjects : Loalane High School
: Grade 12
: 1997
: English, Afrikaans, Setswana
: Mathematics HG,
: Biology HG,
: Geography,
: Biblical studies
: Agricultural Science

EMPLOYMENT HISTORY

COMPANY	POSITION	PERIOD
AFROCENTRIC HEALTH (MEDSCHEME HOLDINGS)	Company Secretarial Assistant	2019 January-Currently
National Health Laboratory Service (NHLS)	Executive Legal Secretary	2015 October- December 2018
PALACE GROUP TECHNOLOGIES	Legal Personal Assistant	2014 November – 2015 September
KOIKANYANG INCORPORATED	Commercial Legal Secretary	01 April 2014- 31 Sep 2014
TGR (TSHISEVHE GWINA RATSHIMBILANI ATTORNEYS)	Commercial Legal Secretary	01 August 2012-31 October 2013
SAA & STEMELA LUBBE ATTORNEYS	Paralegal	01 August 2011 Till 15 December 2011
LEGALWISE	Paralegal Customer Care Consultant	06 MARCH 2006 – May 2011
SAVAGE JOOSTE & ADAMS ATTORNEYS	Litigation Officer/ Paralegal	01 September 2004 – 28 February 2006
SOSHANGUVE MAGISTRATE COURT	Legal Administrator for Prosecutors	March 2000 - September 2004

CURRENT EMPLOYMENT

Name: Afrocentric Health (Medscheme Holdings)

Period: Currently

Position: Assistant Company Secretarial

RESPONSIBILITIES

- Deliver company secretarial services as per legislative requirements.
- Taking minutes
- Organise and administers the smooth running of meetings, producing accurate minutes and resolutions for all subsidiary entities and trusts.
- Sets up new companies and trusts, where required.
- Maintains statutory records, registers and lodges the necessary returns to ensure compliance with the Companies Act, Trust Property Control Act and related legislation.

- Maintain the Board Calendar and manage meeting invitations.
- Deep knowledge of the operation of CIPC to ensure the business remains compliant with applicable legislation and regulations.
- Remain abreast of all changes in governance and regulatory environment in SA and internationally.
- Identify all amendments to legislation, draft legislation and new legislative that impact or could impact the governance universe.
- Investigate non-compliance with applicable legislation, policies, and procedures.
- Assists with Audit requests, as required.
- Remuneration of Board Members and arranging travelling.

PREVIOUS EMPLOYMENT

Name: National Health Laboratory Service (NHLS)

Period: October 2015-2018 December

Position: Assistant to Company Secretary

RESPONSIBILITIES

- To arrange and facilitate all internal meetings involving the Executive Company Secretary's office, including Board and Committee meetings, to ensure that all internal stakeholders are familiar with the agenda and all related matters.
- Taking Minutes in relevant meetings (Board and Sub-Committee) to accurately record the proceedings of such meetings.
- Register Board resolutions accordingly.
- Update the Board members details (Board Charter)
- File all resolutions.
- Prepare pack.
- To manage the diary of the Executive Company Secretary and legal manager within the Legal department to ensure optimal usage of time and resources to achieve set objectives.
- To receive screen and action communication and correspondence addressed to the Executive Company Secretary as well as other relevant staff members within the Legal department to ensure that only relevant communication reaches the Executive Company Secretary's office.
- To make cost effective travel and meeting arrangements for the Executive Company Secretary 's office to visit business sites, meet clients and other stakeholders according to the NHLS business requirements.
- To maintain files to ensure effective communication and good record keeping and ensure that files are regularly updated. (Board document and Sub Committees)
- To perform any other related secretarial and administrative duties as may be assigned by the Executive Company Secretary.
- To liaise and correspond with clients and stakeholders (Board members) in order to provide sound advice for resolutions of queries and portray the office in a positive light.
- Load resolutions on Board pad.
- Assigned to the following Committees as Secretariat
 - NHLS Board
 - RHRC – Remuneration and Human Resources Committee
 - ITGC – Information Technology Governance Committee
 - ARC- Audit and Risk Committee

- EXCO – Executive Committee
- NAPC – National Academic Pathology Committee
- RIC – Research and Innovation Committee
- FINCOM- Finance Committee

PREVIOUS EMPLOYMENT

Name: Palace Group Technologies

Period: 2014-2015

Position: Executive PA to a Project Manager

RESPONSIBILITIES

- Opening filing
- Capturing Time sheets for Engineers in house programme
- Doing Mark-ups, cross reference, formatting Agreements
- Drafting- Correspondence, letters, Agreements and Opinions
- Sending e-mails to the clients for payment
- Invoicing
- Drafting Letter of Demand and dictations
- Diarising my bosses' diary
- General administration
- Answering calls, taking messages
- Running the office and making all reservations.
- Booking Board Rooms for Meetings and taking minutes
- Relieving the receptionist (doing receptionist duties
- Ensuring all administrative duties (screening of calls, processing accounts especially Petty cash recons, expense claims and diary management) and filling receipt
- Travel and accommodation arrangements
- Distribute and file all finalized original signed contracts.
- Maintain filing system.

Name: Koikanyang Incorporated Period:

2013-2014

Position: Commercial legal secretary and PA to the Director (Commercial Department)

RESPONSIBILITIES

- Opening file under Ghost Practice Programme
- Posting fees under Ghost Practice Programme
- Doing Mark-ups, cross reference, formatting Agreements
- Drafting Addendum, SHA, MOI, Facility Agreement, SLA and Resolutions
- Drafting- Correspondence, letters, Agreements and Opinions
- Sending e-mails to the clients for payment
- Invoicing
- Drafting Letter of Demand
- Diarising my bosses' diary
- General administration
- Answering calls, taking messages
- Collections
- Booking Board Rooms for Meetings
- Relieving the receptionist (doing receptionist duties)

Name: TGR ATTORNEYS (TSHISEVHE GWINA RATSHIMBILANI)

Period: 2012- 2013

Position: Commercial legal secretary and PA for three (3) directors (Banking and Finance)

RESPONSIBILITIES

- Opening file under Ghost Practice Programme
- Posting fees under Ghost Practice Programme
- Doing Mark-ups, cross reference, formatting Agreements
- Drafting Addendum, SHA, MOI, Facility Agreement, Resolutions
- Drafting- Correspondence, letters, Agreements and Opinions
- Sending e-mails
- Invoicing
- Dictation
- Diarising my bosses' diary

- Arranging meetings and travelling
- General administration
- Answering calls, taking messages
- All rounder
- Booking Board Rooms for Meetings
- Relieving the receptionist (doing receptionist duties)
- Taking minutes in our meetings and drafting agenda
- Doing collection (Debt collections)

Name: SAA and STEMELA LUBBE ATTORNEYS

Period: 01 August until 15/12/2011 (temp for a project)

Position: Paralegal (project)

RESPONSIBILITIES

- Investigating matters that are due to litigation.
- Collecting documents for inspection
- Giving legal opinion on matters that are due to litigation.
- Liaising with the attorneys and giving them legal opinion
- Making sure relevant documents are presented to the attorneys.
- Drafting my findings after I have investigated the matter.
- Arranging a briefing and meetings
- Give report and progress to my principal.

Name: Legal wise

Period: 06 March 2006 - 31May 2011

Position: After-Hours Customer Care Legal consultant

RESPONSIBILITIES

- Giving legal advice telephonically in legal matters,
- instructing attorneys
- Perusal of correspondence, drafting legal documents (litigation procedure)
- Organizing police bail if necessary
- Monitoring the result of actions taken to resolve problems.

- Effectively meeting customer needs and administering miscellaneous files.
- General administration duties, e.g., drafting correspondence, wills, capturing and scanning and linking and opening files.
- Actively participates in problem resolution and constructively offers customized solutions for client problems.
- Selling legal policies.

EMPLOYMENT HISTORY (PREVIOUS EMPLOYER)

Name of the employer : SAVAGE JOOSTE & ADAMS
Period : September 2004 - March 2006
Position : Litigation Secretary /Paralegal

RESPONSIBILITIES

- Consulting, drafting legal documents, e.g., summons, AOD, Pleadings and Affidavits
- Lodging documents for court proceedings
- Providing administration support to our department
- Attending Motion Court at with article clerks
- Tracing third party
- Following up on third party on matters that require collections.
- Getting details of third party via tracers

PREVIOUS EMPLOYMENT

Name of the employer: Soshanguve Magistrate Court **Period:**

May 2002–August 2004

Position: Office Administrator

RESPONSIBILITIES

- Doing administrative work for the Prosecutor
- Arranging payment for the witnesses
- Interpreting at court
- Calling state witnesses
- Reading the docket and filling in charge sheets

- Collecting the dockets from the investigating officer
- Getting statement from the state witness
- Diarising the prosecutor's Diary

ABILITIES AND KNOWLEDGE

- Work independently with limited supervision, work safely without presenting a direct threat to myself or others.
- Learn and teach job related material primarily through oral instruction and observation to effectively perform jobs duties.
- Perform and cope well under pressured circumstances\ instances.
- Listen and communicate effectively with a diverse culture.
- Lead responsibilities over other
- Very professional

REFERENCES

NAME	COMPANY	POSITION	TELEPHONE
Adv. Mpho Mphelo	NHLS (National Health Laboratory Service)	Company Secretary	083 254 9372
Mr Ian Clark	Palace Group Techonologies	Project Manager	011 653 1600
Ms Anne Wilson	Koikanyang Incorporated	Director	011 883 2065
Mr Sandanathi Gwina	TGR (Tshisevhe Gwina Ratshimbilani)	Director	011 254 5027
Mrs Saras Moonsamy (SAA)	SAA & Stemela Lubbe Attorneys	Principal	073 141 5665/ 084 425 2888 011-978-3000
Mr Trevor Dire/ Thina Machani	Legalwise	Supervisor	011 670 4500/ 083 709 3843 (Trevor)/ 079 428 2426 (Thina)/ 011 470 4226
Mr Pieter Viljoen	Savage Jooste & Adams	Director / Principal	012 452 8251/ 012 452 8200
Mr Aaron Mothimonye	Soshanguve Magistrate Court	Controlling prosecutors	012 797 3122
Mr Danie Ally	TUT	Senior Lecture	012 358 4267

MISS LBOGANG SOLLA: 072 032 1588 E-mails: sibukosethu3@gmail.com