

Maluleke Hlonipho Levy

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SUMMARY

A responsible and detail-oriented individual with experience in hospitality and legal assistance. Proven ability to work well with colleagues, build strong relationships, and manage time, tasks, and resources efficiently. Prioritizes self-care, well-being, and personal life.

PROFESSIONAL EXPERIENCE

2023-05-04 — 2024-11-13

Houseman - Sandton Hotel

- Maintained high standards of cleanliness and organization in assigned areas
- Collaborated with colleagues to ensure efficient service delivery
- Developed strong relationships with colleagues and management

2024-11-15 — Present

Tea Attendant - MIBFA

- Prepare and serve tea and other beverages
- Maintain a clean and organized workspace
- Interact with clients and colleagues in a professional manner

EDUCATION

2022

National Diploma in Legal Assistance - Tshwane University of Technology

Developed knowledge and skills in legal research, case law analysis, and document management

2017

Matric/Grade 12 - Ntlhaveni Secondary School

Completed secondary education with a focus on academic development

LANGUAGES

English

Very good command

xitsonga

Highly proficient

Isizulu

Basic communication skills

ACTIVITIES

Work-Integrated Learning - TUT Advice Center

- Gained practical experience in legal assistance
- Applied theoretical knowledge to real-world scenarios
- Developed skills in client interaction, case management, and legal research

January 2017 — December 2017

RLC(Representative council learners) - ntlhaveni secondary school

- Co-responsibility for the organising and discipline of the school.

- A culture of learning and service.
- A spirit of loyalty.
- Acting in the best interest of the school.
- See to the welfare of all learners
- Encouraging good relationships between all learners and the educators at the school.

SKILLS

Legal research databases

Case law analysis

Attention to detail

Organization and time management

customer service

Proficient
