

Curriculum Vitae

Kirthi Sukdeo



I am a vibrant and enthusiastic young lady, who is passionate about law and the legal universe. My personal mission statement is one of Louis Dembitz Brandeis' judicial writings:

“If we desire respect for the law – we must first make it respectable”

I possess both a keen maturity as well as an easy going character. I strongly believe that my excellent work ethic combined with my motivated personality, is one of my greatest attributes. Three words that best describe me are: integrity, committed and methodical.

I have varied experience in unique working environments, and I have been considered by peers and superiors to possess superior communication and interpersonal skills – this is evident when I speak, through my work and overall attitude.

PERSONAL DETAILS:

FULL NAME : Kirthi Sukdeo
DATE OF BIRTH : 30/05/1998
GENDER : Female
EE : Indian
MARITAL STATUS : Single

ADDRESS : 41 Bamboo Place
Village Mews
Tongaat, Durban

DRIVERS LICENSE : Code 8
CONTACT DETAILS : 061 696 1132
: kirthi.sukdeo108@gmail.com

EDUCATIONAL ACHIEVEMENTS:

Secondary School:

Tongaat Secondary

- Core Mathematics, Physics, Life Sciences, Business Studies, Tourism, English, Afrikaans
- Served as Prefect.
- Lead role within the school debate committee
- Matriculated with Bachelor's pass and distinctions.

Tertiary Education:

University of Kwa-Zulu Natal (Howard College)

- Bachelor of Laws (LLB) Degree and Honours – Completed (2019).
- Master of Laws in Business Law – Presently (2020).
- *Master of Laws in Business Law Modules Undertaken:*
 - ✓ Advanced Contract Law;
 - ✓ Research Methodology;
 - ✓ Advanced Intellectual Property Law;
 - ✓ Advanced Corporate Law.

Extra-Curricular Activities

- Member of the Golden Key International Honour Society.
- Member of Black Lawyers Association.
- Selected to attend the fourth annual legal workshop at Aspen Pharmacare – I gained insight into in-house legal, and practical exposure to law practised in a multi-national commercial environment.

Personal Key Performance Areas in both academic and employment faculties:

- Exemplary interpersonal skills.
- Company representation in terms of public and online platforms.
- Accountability and responsibility taken for media/client image.
- Contract drafting and proof reading.
- Diplomatic and pragmatic communications skills.
- Attention to detail.
- Record keeping, data analysis and reporting.
- Proficient in accessing LexisNexis, Juta and Sabinet.

PROFESSIONAL EXPERIENCE:

NAME OF EMPLOYER:	JSR Group (Johannesburg and Durban)
POSITION:	Ambassador; PRO; Client liaison Consultant
DURATION OF EMPLOYMENT:	February 2016 – October 2018 (Part-time)
REASON FOR LEAVING:	Required to offer undivided attention to my studies.
REFERENCE:	Sandhya Sukdeo (Director) 079 293 8597

KEY RESPONSIBILITIES:

Managing and offering support to business units/stakeholders in terms of public relations (online and physically);

- Representing the company locally and nationally at events and meetings;
- Offering end to end customer service and consultation on presiding matters;
- Consulting services in terms of language use and contract alignment;
- Article and press release drafting as well as public speaking.

NAME OF EMPLOYER: Edgars (EDCON GROUP)
POSITION: Customer Services Attendant
DURATION OF EMPLOYMENT: November 2017–January 2018
December 2019 – January 2020
REASON FOR LEAVING: End of Festive Season Contract
REFERENCE: Kayuri Mahabeer : (Manageress)
084 744 2367

KEY RESPONSIBILITIES:

- General Administration
- Client Services Liaison and following Credit protocol
- Till and cash flow management
- Understanding the business policies and implementing diplomatically

NAME OF EMPLOYER: Spectrum Productions
POSITION: Sound Technician;Presenter; Event-Coordinator
DURATION OF EMPLOYMENT: April 2011- December 2013
REASON FOR LEAVING: Business Closed
REFERENCE: Raj Sukdeo (Director) 072 143 365

KEY RESPONSIBILITES:

- Managing of the director’s diary;
- End to end event planning and procurement;
- Presenting, Public speaking and representation of the business;
- Client Liaison;
- Procurement and logistical management of equipment and company assets.