

Andrew M Mametse

Gender: Male

Mobile: 0825401482

Email: advmasebe@gmail.com

1213 Block F

Soshanguve

0152



EDUCATION

2021 | Gauteng Society of Advocates pupilage program

2013 | Admitted as Advocate of the High Court of SA

2011 | Management Skills Programme

PSIRA Grade B

SASSETA

2009 | LLB Degree

Under-graduate

UNISA

2006 | Diploma in General Loss Control Management

Trio Data Training College

1996 | Matric certificate

Malatse High School

COMPUTER SKILLS

- Microsoft Word
- Microsoft excel
- Microsoft power point

Other skills

- Human relations skills
- Problem solving skills
- Business managements skills
- Self-management skills
- Teamwork and decision making Skills

CAREER SUMMARY

Gauteng Society of Advocates pupillage program 2020 – 2021 scope

- Corporate Law (Insolvency, Company and Business rescue)
- Motion court (Unopposed, opposed and urgent proceedings)
- Preparation and presentation of appeals
- Customary and constitutional law
- Legal ethics and code of conduct
- Labor and administrative law
- Drafting and legal writing
- Criminal law procedure
- Civil law procedure
- Cyber crime

Practicing as Advocate of the High Court of South Africa

Sept 2013 to date

- Attending to legal matters from Property, Estates, Corporate, Labour, RAF, Civil Litigation.
- With right of appearance in both lower and high courts, with extensive expertise in the fields of employment law, medical negligence, family law, civil law, and general litigation.

TC Rampatla Incorporated (Attorneys)

Candidate Attorney

08 July 2011 to 2013

- Serving articles at TC Rampatla Incorporated Attorneys
- Attending to all legal matters from Property, Estates, Corporate, Labour, Criminal, Civil Litigation.

SIT Investment Holdings

Divisional Manager Gauteng

August 2008 to 2016

- Appointed Divisional Manager managing four regions in Shoprite Gauteng consisting of seventy two sites with over 100 employees
- Performing site visits on weekly basis and attending to all Operational related issues
- Attending meetings with client Divisional Manager
- Reporting directly to the Board of Directors
- Involved in field support, quality control inspections and assistance in other regions
- Attending to day to day operational issues
- Drafting security procedures and preparing security site surveys and proposals
- Compiling reports and reporting exceptional operational issues
- Took the division to break even profitable entity in two months
- Duties included travelling throughout Gauteng, Limpopo, North-West and Mpumalanga provinces.

SIT/Trio Data Zambia

Country Operations Manager

February 2006 to Aug 2008

- Seconded to Trio Data Zambia and ran both Operations and Personnel Offices
- Managed entire company's staff, clientele and various projects
- Attended meetings with clients and reported directly to the Board of Directors
- Maintained growth, stability and profit margins against company's projected budget
- Implemented new general security procedures that had since bettered service to clients
- Marketed new businesses which grew the company's client base
- PEPFAR (Presidential Emergency Plan For Aids Relief) Project Manager and co-coordinating security with Zambia Police
- Coordinating armed security with Zambia Police safeguarding PEPFAR Project
- Personally escorting loaded trucks with HIV/Aids medicine from Lusaka International Airport as well as Kazungula Boarder to Lusaka Medical stores
- Preparing security site surveys and proposals
- Surveying routes to be used for escorting of PEPFAR medications
- Coordinating Twenty Four Hour Armed security with Zambia Police safeguarding Cobalt in transit at Lusaka International Airport on various occasions
- May 2004- Nov 2005
- Seconded to Trio Data Zambia and rendered same duties for Loss Control Manager and curbed losses from 4,9% to 0,5% in just over five months

SIT/Trio Data Business Risk Consultants

Regional Manager

Nov 2005 to Feb 2006

- Appointed Regional Manager, managing a region of 26 sites with over seventy employees
- Performing site visits on weekly basis and attending to all Operational related issues
- Attending meetings with client Regional offices and day to day operational issues
- Involved in field support, quality control inspections and assistance in other regions
- Preparing security site surveys and proposals and Drafting security procedures
- Compile reports and reporting operational issues to the General Managers office and advising client.

Trio Data Business Risk Consultants,

Loss Control Manager

2003 to 2004

- Controlling security personnel on site
- Drafting duty rosters for both Trio Data personnel and Security
- Attending to day to day operational issues on site and reporting to the client and Trio Data Regional Manager.
- Compiling of weekly reports and liaising meetings between client and Trio Data Regional Manager.

Shoprite Checkers Group of Companies,

Receiving Clerk, Silverton and Arcadia

2002 to 2003

- Fully in charge of the receiving and dispatch of goods
- Capturing of invoices
- Comparing supplier invoices with Pro-forma invoices

De Beer & Sebola Assessors (Road Accident Fund Assessors and Investigators)

Assessor and Investigator/ Tracer 2000 to 2001

- Taking instructions from Line Manager and following up on them
- Tracing accident victims and witnesses and obtaining statements as required by R.A.F
- Compiling reports and reporting to my Line Manager

Achievements and leadership positions

- Patron (Lefiso/ Lefisoane Village Athletic Association)
- Secretary (neighbourhood watch (community shield), Ditlhagane)

REFERENCE

Mr. Moepi Maubane

MC Maubane Attorneys Inc

012 326 1518

Mr Tshepo Rampatla

Principal. TC Rampatla Incorporated

082 319 5509 / 079 096 3837

Mr. Johann de Jager

Director, SIT Group of companies & Shoprite Checkers

082 551 1328