

# Aqeelah Khan

## LLB Graduate



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Durban, KwaZulu-Natal



[LinkedIn](#)

## PROFILE

A dedicated and ambitious LLB graduate from UKZN Howard College with a 70% average. Demonstrating a strong work ethic, effective communication skills, and a commitment to continuous learning. With experience in legal research, client consultations, and drafting, I have a proven ability to excel in various legal settings. Actively seeking articles of clerkship to gain practical experience and advance towards becoming an admitted attorney.

## ACADEMIC EXPERIENCE

### BACHELOR OF LAWS: FULL TIME

#### UKZN Howard College

2020 – 2023

- Graduated with a 70% average
- Coursework in Civil Procedure, Criminal Law, Family Law, Administrative Law, Delict, Contract, Corporate, Labour, Property, Bioethics, Maritime, Cyber, Insurance, Accounting for Legal Practice, Legal Research
- Conducted client consultations for the UKZN Law Clinic and provided legal information to clients
- Member of The Golden Key International Honour Society

### NSC BACHELOR'S PASS: MATRIC

#### Crescent Girls' High School

2019

- Achieved a 71% average

## LEGAL EXPERIENCE

### INTERN

#### Dunn & Associates

April 2024

- Drafted legal documents (notice of motion, set downs, and evidence under Rule 24(10) & 23)
- Conducted case law research, prepared billables, schedules, file notes, and indexes
- Attended civil trials for unlawful arrest and malicious prosecution cases and a CCMA labour matter involving a rescission and condonation application

### VAC STUDENT

#### Probono.Org

October 2023

- Acquired office etiquette skills and effectively collaborated in a professional team environment
- Confirmed client appointments and liaised with law firms for pro bono legal services
- Performed client intakes, conducted Means Tests, and attended client consultations

### VAC STUDENT

#### Cox Yeats Attorneys

July 2023

- Gained exposure to Insolvency, Commercial, Maritime, Aviation, Construction, and Insurance Law
- Drafted legal documents and interpreted relevant legal provisions
- Participated in team consultations, property law legal training, and the Moot Court Competition

### PERSONAL ASSISTANT TO CEO AND LEGAL DEPARTMENT

#### One Stop Travel & Tours

May – December 2021

- Managed office supply inventories and handled calls and correspondence
- Provided legal clarification and drafted documents such as travel agreements and letters of demand
- Maintained financial records, tracked invoices, and managed cash flow

## SKILLS

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- **Legal Research:** Proficient in Juta, LexisNexis, and SAFLII
- **Legal Drafting:** Skilled in drafting pleadings, motions, affidavits, heads of argument, and settlement agreements
- **Advocacy:** Experienced in court proceedings, CCMA consultations, and dispute resolution
- **Critical Thinking:** Strong analytical and case strategy development skills
- **Communication Skills:** Proficient in client consultations, negotiations, and presenting arguments
- **Technological Proficiency:** Skilled in Microsoft Office, Google Docs, and Zoom
- **Administrative Skills:** Expertise in preparing indexes, schedules, and maintaining billing records

## COURSE CERTIFICATIONS

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- ***Baker McKenzie, Virtual Experience Program*** – Dispute Resolution and Litigation
- ***Bowmans, Virtual Experience Program*** – Mergers and Acquisitions, Banking and Finance or Dispute Resolution
- ***GoogleDigital Garage, Online Course*** – Career Development

## AFFILIATIONS

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- The Golden Key International Honour Society
- The National Association of Democratic Lawyers (NADEL)

## VOLUNTEER EXPERIENCE

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### CCMA WORKSHOP

#### NADEL

- Acquired knowledge of evidence principles in arbitration
- Developed practical skills in presenting and evaluating evidence

### WESTVILLE PRISON VISIT

#### NADEL

- Conducted interviews with female prisoners, providing legal information
- Developed interpersonal communication skills by interacting with inmates and staff

### DURBAN MAGISTRATE COURT SHADOWING

#### NADEL

- Observed bail applications, pre-trial, trial and civil court proceedings
- Networked with legal practitioners and judges

References available on [LinkedIn](#)