

MPHO LOUISE SEFO

CURRICULUM VITAE

SUMMARY

An innovative and disciplined admitted attorney of the Free State High Court with experience of eight years in general practice, litigation and the management of a law firm. Team and goal oriented, strives under pressure, yet also well organised. An attorney with a passion for social development economic development, education and leadership. A hard working individual who is a strong public speaker who is well versed in research, litigation negotiation, mediation and legal drafting.

PERSONAL DETAILS

First Name	Mpho Louise
Last Name	Sefo
Gender	Female
Date of Birth	20 July 1991

SKILLS & COMPETENCIES

- Legal research
- Conveyancing
- Contractual law
- Drafting of legal opinions
- Computer Literacy
- Negotiation and mediation
- Conducting of disciplinary hearings and investigations
- Training and staff development
- Human Resource management and policy drafting
- Criminal and Civil Litigation
- Labour law
- Family law
- Administration of deceased estates
- Office administration and management

WORK EXPERIENCE

❖ **Member of the Magistrates
Commission February 2022 - 2027**

Objects:

- To promote continuous training of Magistrates in the Magistrates Court, both District and Regional Court.
- To advise the Minister of Justice regarding the appointment of Magistrates.
- To conduct investigations and to make recommendations to the Minister regarding the suspension and removal of Magistrates.

❖ **Director and owner of law firm**

AG Sefo Attorneys Incorporated

January 2025 to date

Duties:

- Consultations with clients
- Representing clients in criminal matters in District and Regional Court
- Representing clients in civil matters in District and Regional Court
- Administration of deceased estates
- Assisting with administration of transfer matters
- Drafting of business contracts and agreements
- Analysis and interpretation of law
- Legal research
- Drafting heads of arguments
- Providing legal advice to walk in clients
- Drafting legal opinions
- Mediation & negotiating on behalf of clients
- Conducting training for Candidate Attorneys & administrative staff
- Drafting and administering human resource documents of the firm
- Financial administration of the firm

❖ **Attorney and Office Manager**

AG Sefo Attorneys & Conveyancers

December 2015 to December 2025

❖ **Admitted as an Attorney of the Free State High Court on 17 December 2015**

❖ **Candidate attorney**

AG Sefo Attorneys and

Conveyancers June 2014 -

December 2015

EDUCATION

Short course in Property Development and Investment

University of Cape Town

Obtained in 2019

Advanced Diploma in Labour Law

University of the Free State

Obtained in 2015

Practical Legal Training – PLT

Law Society of South Africa – Legal Education And Development

Obtained in 2014

Bachelor of Laws – LLB Degree

University of the Free State

Obtained in 2014