

YOLANDA LINDA NKGODI (MASEKO)

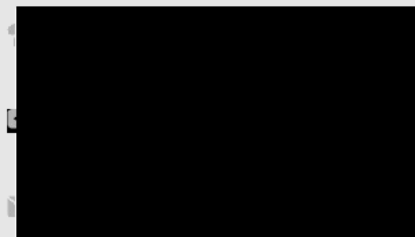
Practicing Attorney

Company Secretariat

CAREER HIGHLIGHTS

- ✦ Top 8 shortlisted candidate interviewed at Parliament for the role of the National Small Enterprise Ombudsman; and
- ✦ FICA Compliance Administrator for Baker McKenzie (consultant: remote work), which is a top 10 law firm globally.

CONTACT



EXPERIENCE

Insurance Institute of South Africa

JUNE 2021 – MAY 2024 (OUTSOURCE)

Appointed as a leading Company Secretary to the sub-Board Committees and Board Committee.

Demonstrated ability to provide sound governance advice, facilitate board effectiveness, and ensure compliance with company law and regulatory standards. Strong attention to detail, communication, minute-taking and problem-solving skills, with a commitment to maintain ethical standards and corporate integrity.

Road Traffic Infringement Agency

OCTOBER 2020 – APRIL 2021 (OUTSOURCE)

Appointed as an independent assistant Company Secretariat, reporting to the Chairperson of the Audit and Risk Committee, Mr. Brian Chaplog for the investigation of the former Registrar of RTIA. Reporting both to the Audit and Risk Committee, and the sub-Board and Board Committees.

Raborifi R. Inc Attorneys

MAY 2016 – JULY 2019

After completing two years of articles of clerkship, I was admitted as an attorney and promoted to Junior Associate, leading the Civil Litigation department. My legal expertise covers domestic matters including divorce cases, administration of deceased estates, civil litigation, policy review and drafting, contract disputes, labor law, settlement negotiations, medical malpractice, and providing legal advisory services.

SKILLS

- Board meeting management
- Stakeholder Liaison and Communication
- Policy Development and Review
- Risk Management and Mitigation
- Legal Research and Analysis
- Legal Advisory and Consultation
- Drafting Legal Documents
- Time Management and Organization
- Confidentiality and Ethical Conduct
- Critical Thinking and Problem-Solving

QUALIFICATIONS

LLB, Law Degree

2013 - 2016

University of Johannesburg

BPolSci, Bachelor of Political

Sciences

2010 - 2012

University of Johannesburg