Curriculum Vitae

of

Antonio Jose Henriques Andrade Ferreira (Tony)

**PERSONAL PARTICULARS**

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| --- | --- | --- | --- | --- |
| **ID Number** | 700402 5076 08 9 |  | **Contact Number** | 083 379 7742 |
| **Gender** | Male |  | **Email** | tony@fsquared.co.za |
| **Marital Status** | Married – 2 children |  | **Address** | 37 Orange Street  |
| **Nationality** | South African |  |  | Brackendowns |
|  |  |  |  | Alberton  |
|  |  |  |  | 1448 |

**OVERVIEW TRANSLATIONS EXPERIENCE**

Twenty-Two years’ translations experience

Admitted as a Sworn Translator,

English <->Portuguese, Afrikaans <-> English, Afrikaans<->Portuguese, French -> English, Spanish -> English

Highly experienced in translations within a wide variety of mediums including audio and print

Registered with: SATI – South African Translator’s Institute, [www.proz.com](http://www.proz.com), Translated.net

(In-depth translations experience detailed below)

Own computer and internet facilities and connectivity

**EDUCATION AND TRAINING**

University of South Africa; MBL; 2005

Unisa; Advanced Corporate and Securities Law; 2004

University of Pretoria; Certificate in Money Laundering; 2003

Atcor (Pty) Ltd; Finance for Non-Accountants; 2003

The College of Insurance; Intermediate Certificate in Business Studies (ICiBS); 2003

Law society of South Africa - Practical Legal Training Law and Finance Training Program - For The Financial Service Board; 2002

The College of Insurance; Certificate of Proficiency (CoP); 2001

Unisa; LLB; 1994

Unisa; B.Iur (Distinction); 1992

Studywell College Johannesburg; Matric; 1988

**Other Qualifications:**

-Sworn Interpreter of the Supreme Court of South Africa

-Sworn Translator of the Supreme Court of South Africa

-First, second and third level French - Alliance Francaise RSA

-Certificate of Proficiency in Insurance Marketing - IISA (Level I and II)

-MS Access (Level 1 to 4)

-MS PowerPoint (Level 1 & 2)

-Visio 2000

-MS Excel (Level 1 to 4)

First Level Reiki

Currently Registered for LLM in Communications and Information Law (2019)

**COMPUTER LITERACY**

MS Word; Excel; PowerPoint; Access; Visio; Corel Suite; Systrans; Adobe Acrobat, Adobe Photoshop

Learning: MateCat

CAT TOOLS: MemoQ; SDL,Trados Suit 2017, & 2019

**CAREER HISTORY**

**Company F2 Business, Legal and Business Solutions CC**

**Position Managing Partner**

**Period November 2005 to Date**

Nature of Business: Consulting to Private Businesses and Freelance Legal work for Government

**Translations**

**Language Pairs**

English <->Portuguese (Sworn Translator), Afrikaans <-> English, Afrikaans<->Portuguese, French -> English, Spanish -> English

**Areas of Speciality**

Law and Legal Proceedings

Contracts, Court Documents, Correspondence, Opinions, Investigative Reports, Matrimonial and Divorce Documents

**Government**

Treaties, SADC Material, Negotiations, Studies, Legislation, Extradition Documents, Documents for Mutual Co-operation

High Level Presidential and Ministerial Meetings, Conference speeches and documents, Tenders – Mozambique / Angola / Congo etc.

**General Business**

Marketing, Surveys, Sales Materials, Correspondence, Operational Manuals, Policies, and Procedures, Employee assessments and surveys, financial reports, and statements

**Technical**

Criminal law, Public and Private Law, Mercantile Law, Documents, policies, procedures, manuals.

Guides for the following industries: Financial Services, Petroleum, Engineering, Construction, Nutrition and Food Crops, Chemicals, Electricity, Geology, Mining, UN Reports

**Social Studies and the Arts**

Books, Articles, Periodicals, General Social and Country Studies and Surveys, Correspondence, Advertising material (more creative in nature), Voice-Overs, Translation from voice to paper

**Computers (Hardware, Software, and Website)**

Webpage/site Translation, Operation manuals and guides, Menus for web applications (e.g. MXit), Menus for in-house programs

**Organisations worked for:**

Governments of: RSA, Angola, Mozambique, Angola, Portugal, Cape Verde, Tanzania, Brazil amongst others

Translations done for: ENI, BP, Shell, Sony Ericson, Lever Brothers, Audiotel, and many others

**Legal and Compliance services:**

Compliance Audits

* Environmental Feasibility Studies;
* Government Compliance Environmental Audits;
* Audits on Compliance by various multinationals, NGOS, and Financial Institutions.

Compliance Reporting

* Financial;
* Environmental;
* Labour;

Investigation and Correction of Compliance Breaches

**Forensic Services:**

Investigation & Reporting

Litigation Support

Business Analysis for profit maximisation through reduction of costs

Turnkey Projects

Consulting Services to Management on various aspects

Due Diligences

Financial analysis

Extraditions (ad hoc)

Labour Consulting

**Company Financial Services Board**

**Position Senior Forensic Specialist**

**Period January 2001 to October 2005**

Nature of Business: Regulation of the Financial Services Industry, excluding banks

February 2004 to October 2005: Directorate of Market Abuse

Forensic Investigator: Insider Trading

Completing insider trading investigations utilising investigative and forensic skills which requires understanding of shares, and share trading

Conducting interviews under oath and interview, interrogate and obtain affidavits from potential witnesses

Reporting on investigations

Rendering technical legal advice regarding investigations, legal action and anti-insider trading legislation

Communicating with the department on matters of concern.

Liaising with the Director: Insider Trading, DEO: Investment Institutions and staff concerned to update and brief them on legal issues

Liaising with and rendering assistance to other regulators, the JSE and bodies of State

Dealing with queries and complaints from members of public, institutions and other regulators

Keeping abreast of developments in the financial markets and constantly developing own investigative, forensic and legal skills

January 2001 to January 2004: Inspector of Financial Institutions: Legal

Inspecting of Financial Institutions

Keeping abreast of the various products being supplied by the institutions being investigated or reviewed e.g. the impact of various options of life insurance, unit trusts, pension funds etc.

Inspecting of unregistered brokers and entities carrying on business within the financial services industry

Keeping abreast of all statutory legislation applicable to the financial services industry

Teamwork with multidisciplinary team Eg. CA

Forensic audits

Interviewing witnesses

Drafting of statements

Drafting reports

Giving of legal opinions on various matters related to the financial services industry

Compliance visits and reviews of unit trusts an insurance management companies and investment managers.

Providing assistance to and liaising with the prosecuting authorities in matters, which have been referred by the Financial Services Board to the various Directors of Public Prosecutions.

Liaising with foreign institutions and regulatory authorities

**Company Director of Public Prosecutions**

**Position State Advocate - High Court**

**Period September 1997 to December 2000**

Nature of Business: Government / State

**Criminal Matters:**

Criminal Prosecutions

Prosecuting of Appeals

High Court Trials

Supreme Court of Appeal

Review Opinions

Decisions on criminal matters

**Commercial Matters:**

Commercial Fraud Investigations

Commercial Fraud Trials

Contraventions of Commercial Legislation e.g. Usury Act, Exchange Control Act, etc.

Insolvencies

Interpretation of Legislation

Interpretation of commercial documents and contracts

Legal opinions

Syndicate fraud Investigations

**Extraditions:**

Prosecuting requests for extradition

Legal Opinions on extraditions and foreign jurisdictions

Liaison with various foreign bodies and dignitaries

Assistance to foreign governments in drafting and requesting extradition of various individuals

Ensuring compliance and conclusion of letters Rogotoire and Rogotory Commissions

Ensuring enforcement of foreign judgments

Negotiating with foreign Governments

**Labour Law:**

Investigation of various fraud complaints

Decisions on labour related matters

Disciplinary hearings

Drafting of employment contracts

Legal opinions

**Head of IT:**

Maintenance of the DPP’s server and computers

**Industrial Court Prosecutor:**

Criminal prosecutions of labour contraventions

Decisions on labour matters

Negotiation with the various parties in each case

Achievement of settlements between the parties

Liaising with recognised associations and trade unions

Advising persons on labour law

Daily application of organisational techniques

Dealing with tax matters and prosecutions

Mediation

**Inquest Prosecutor**

**District Court Prosecutor**

**Clerk of Branch Courts, Regional Courts and Central District Courts**