



# Reshmee Govender

## Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for a Office Administrator/ Office Manager position.

I have 6+ years experience as a Office Manager in the Real Estate industry. I am currently looking for a position that will enable me to progress further in my career. I have a sound administration knowledge and excellent communication skills. I work well under pressure and in a team enviroment. I am goal driven, with excellent time management skills that enables me to meet my required deadlines. I have great attention to detail and possess problem solving skills which aids positive outcomes.I recently delved into Social Media Marketing and Content Design.

Preferred occupation      Administrators  
                                    Administrative jobs

## **Contacts and general information about me**

Day of birth 1981-12-19 (44 years old)

**Telephone number** *Information is available only for registered users.* [Sign in](#)

**Email address** *Information is available only for registered users.* [Sign in](#)