



# Jane Singh

Curriculum Vitae (CV)

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

I am seeking a position in the legal field or administrative field.

I have experience in typing, answering of switchboard, legal secretary, paralegal, personal assistant and conveyancing secretary.

I have advanced computers experience as well as a certificate in property law and conveyancing.

I can also do winding up of estates from opening of the file to the end.

### Preferred occupation

#### Paralegals

Law, legal jobs

#### Secretaries

Administrative jobs

#### Switchboard operator

Administrative jobs

#### Receptionist

Administrative jobs

#### Personal assistant

Administrative jobs

#### Data capturers

Administrative jobs

### Preferred work location

#### Durban City

KwaZulu-Natal

#### South Coast (Ugu)

KwaZulu-Natal

## Contacts and general information about me

Day of birth

1983-01-09 (41 years old)

Gender

Female

Residential location

Durban City

KwaZulu-Natal

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

*Information is available only for registered users.*

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### Work experience

Working period	<b>nuo 2015.02 iki 2019.12</b>
Company name	Maistry and Motsime Attorneys
You were working at:	Secretaries
Occupation	Paralegal
What you did at this job position?	Property transfers and estates

### Additional information

Salary you wish	R15000 R per month
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