



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 (43 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in

Email address

Information is available only for registered users.

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Work experience

Working period **nuo 2015.02 iki 2019.12**

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