



Raeesa Ramjan

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an extremely hard working individual with 6 years of experience in the legal sector. I handle a high volume of Civil matters on my own which is inclusive of private, panel and collection matters. I have gained a broad knowledge of the legal process and collections. I have the ability to draft Pleadings, Notices and correspondences and attend to legal billing (High Court & Magistrate's Court Tariff mostly). I am able to multi task and work under pressure. I have good relationships with my colleagues, employer, clients, Attorney's, Advocate's etc. I am capable of working in a team or as an individual. I will prove to be a valuable asset to your firm.

Preferred occupation Legal Secretary
Law, legal jobs

Receptionist
Administrative jobs

Data capturers
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1989-07-07 (36 years old)

Gender Female

Residential location North Coast
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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Additional information

Salary you wish 15000 R per month

How much do you earn now 8000 R per month