



# Vernice Bessit

Curriculum Vitae (CV)

What job i'm looking for? My positive points

experiences align with your organization's requirements in more detail. I have attached my resume for your review. Please feel free to contact me at 079 502 6508 or vernicebessit@gmail.com to arrange a convenient time for a discussion.

Looking forward to the possibility of joining your team and contributing to its growth and success.

Sincerely, Vernice Bessit

Preferred occupation, Administrators  
To whom it may concern, Administrative jobs

I am excited to apply for the Admin and Personal/Executive Assistant position. With my extensive experience in both administrative and personal assistance roles, I believe I can make a valuable contribution to your organization's efficiency and success.

Preferred work location, Gauteng

### Contacts and general information about me

Over the course of 7 years in the industry, I have honed my organizational, time management, and communication skills, enabling me to excel in fast-paced and demanding environments. As an administrator, I have successfully coordinated office operations, managed schedules, and

implemented efficient systems to streamline workflows. I take pride in my ability to maintain

impeccable attention to detail while handling multiple tasks, ensuring accuracy in all administrative processes.

Telephone number, Information is available only for registered users.

Additionally, my background as a personal assistant has given me valuable insights into

anticipating and meeting the needs of executives and clients. I possess the flexibility and proactivity to adapt quickly to ever-changing priorities, making certain that important tasks are

Additional information, completed promptly and to the highest standards. My experience in travel management has

allowed me to arrange complex itineraries efficiently, ensuring seamless travel experiences for busy professionals.

How much do you earn now, 13 500 R per month

Throughout my career, I have demonstrated the utmost confidentiality and discretion when handling sensitive information. I understand the importance of building and maintaining strong professional relationships, and I believe in providing exceptional support to executives, colleagues, and clients alike.

In my previous roles, I have leveraged my proficiency in various office software and communication tools to improve overall productivity and foster efficient collaboration among team members. I am confident that my technological aptitude will complement the dynamic and innovative culture at work.

I am eager to bring my diverse skill set and dedication to excellence to contribute to company's continued success. I am excited about the opportunity to work with a team that values both efficiency and a client-centered approach. I am convinced that my passion for organization and my proactive mindset align perfectly with the needs of this position.

Thank you for considering my application. I would love the chance to discuss how my skills and