



Roshini Govender

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an experienced personal assistant and secretary.

I have very good PA Skills, typing, travel arrangements, diary management, arranging of meetings, attending of ad-hoc duties, client liaison, invoicing, debtors and creditors.

I am very hard working, loyal and trust worthy. I would be an asset to any company hiring me.

Regards

Preferred occupation

Personal assistant
Administrative jobs

Debt collector
Administrative jobs

Collections paralegal
Law, legal jobs

Sales representative
Sales jobs

Preferred work location

Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1976-08-29 (47 years old)

Gender Female

Residential location Johannesburg
Gauteng

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 20000 R per month