



# Monika Jacobs

Curriculum Vitae (CV)

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

Confident and resilient Personal Assistant with 10+ years' experience in supporting executive leadership. Expert at managing busy schedules, preparing professional business correspondence and organizing events. Excellent money management, prioritization and communication skills. Experienced in supporting more than one Executive Officer with wide range of personal and business tasks, allowing for smooth business operations. Successfully organizing scheduled local and international business trips and providing administrative support. Highly talented at working independently or with others to meet strict deadlines. Strongly committed to service excellence, client satisfaction, and team collaboration. Well-organized and precise with excellent multitasking skills and sound judgment.

Preferred occupation	Personal assistant
	Administrative jobs
	Administrators
	Administrative jobs
	Secretaries
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng

## Contacts and general information about me

Day of birth	1965-05-24 (58 years old)
Gender	Female
Residential location	Johannesburg
	Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Additional information

Salary you wish	25000 R per month
How much do you earn now	2195 R per month