



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 (60 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 25000 R per month

How much do you earn now 2195 R per month