



Jane Singh

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am seeking a position in the legal field or administrative field.

I have experience in typing, answering of switchboard, legal secretary, paralegal, personal assistant and conveyancing secretary.

I have advanced computers experience as well as a certificate in property law and conveyancing.

I can also do winding up of estates from opening of the file to the end.

Preferred occupation

Paralegals

Law, legal jobs

Secretaries

Administrative jobs

Switchboard operator

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Durban City

KwaZulu-Natal

South Coast (Ugu)

KwaZulu-Natal

Contacts and general information about me

Day of birth

1983-01-09 (41 years old)

Gender

Female

Residential location

Durban City

KwaZulu-Natal

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

| | |
|------------------------------------|--------------------------------|
| Working period | nuo 2015.02 iki 2019.12 |
| Company name | Maistry and Motsime Attorneys |
| You were working at: | Secretaries |
| Occupation | Paralegal |
| What you did at this job position? | Property transfers and estates |

Additional information

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| Salary you wish | R15000 R per month |
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