



# 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	<b>nuo 2015.02 iki 2019.12</b>
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

Salary you wish	R15000 R per month
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