



# Mineesha Chetty

Curriculum Vitae (CV)

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

As a self-motivated professional with 17 year's working experience in administration, client services and personal assistant roles, I am highly organised and process-oriented. Seeking a role as a Real estate Agent, I offer significant experience in managing business processes, managing financial requirements, implementing administration processes and co ordinating resources. I am a proven team player with excellent team leadership, management and communication skills. I provide a dedication to continuous improvement, whilst focusing on providing full value for the benefit of the organisation.

Throughout my career I have enjoyed full exposure to modern business practices and a diverse range of roles with varied and increasing responsibility. As a lateral thinker who has the natural ability to see the broader picture in respect of the environment in which a company operates, I have excelled at optimising and implementing strategies to achieve organisational objectives.

I provide a thorough understanding of any Avenue I put my mind to, ensuring excellent attention to detail and have the ability to work under tight deadlines and extreme pressure, through harnessing my high energy levels and organisational skills. I am able to strategise ahead of others, possess good listening skills and have the ability to work in diverse and multicultural settings.

I trust that you will give my application your serious consideration and look forward to hearing from you in the near future.

Yours sincerely

Ms. Mineesha Chetty

Preferred occupation

Other jobs

Other jobs

Preferred work location

Southern Suburbs

Western Cape

## Contacts and general information about me

Day of birth	1983-04-22 (41 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### **Additional information**

Salary you wish	35000 R per month
How much do you earn now	30000 R per month