



Leeshana Naidoo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

contribution.

I can work in the office and remotely. I do have an office at home with no distractions, Open Serve Fibre, backup power supply, laptop.

Preferred occupation Administrators
 Dear HR Management Administrative jobs

I am writing to express my strong interest in contributing to your esteemed company by bringing forth my experience in the following positions:

Senior Administrator Receptionists
 Office Manageress Jobs abroad
 Junior Accounts Clerk Debtors clerk
 Sales Administrator Finance jobs

Preferred work location Durban City
 Personal Assistant providing comprehensive support to C-level executives KwaZulu-Natal

Dispatch & Logistics Manageress

Contacts and general information about me

Day of birth 1977-05-18 (47 years old)
 Customer Services Consultant

Gender Female
 I am confident I will efficiently run the department by effectively coordinating and organizing. I am

Residential location KwaZulu-Natal
 a firm believer in strategic planning. Confident and excel in effectively communicating with top tier

Telephone number
 executives and clients, liaising via telephone, e-mails and video conferencing software such as
[Sign in](#)

Skype, Microsoft Teams, Zoom. Deal with queries efficiently and tactfully. It is advantageous to find
 Email address
 solutions instead of dwelling on complaints. [Sign in](#) Information is available only for registered users.

I meet the vital requirements listed. I utilize my work hours efficiently with performance, productivity and no time wastage. Experience with computers.

Additional information

Communicate fluently and coherently in English. Lucidity in written communication. I have an

Salary you wish 12000 R per month
 innate ability to collaborate with different personalities, work extremely well independently and

How much do you earn now 12000 R per month
 within a team. I am adept at streamlining processes to increase efficiency and have a proven

history of delivering superior results. I believe in the old school method of going the extra mile and tend to treat the company as my own, therefore I strive to obtain the best results. Mature individual of integrity, professional, well composed mindset, meticulous and determined with the work assigned to. Execute tasks diligently. Pacify stressful situations when they arise. Passion towards my job is 100%. Loyalty and confidentiality are top priorities. A proactive self-learner with flexibility. Able to succeed in a high volume fast-paced, challenging and demanding environment. Work experience has been in varied fields and equipped me with the aptitude that enables me to face challenges that may arise. Accustomed to working accurately and timeously since I have worked in industries where meeting deadlines was and is of the utmost importance. I will make a positive