



Chanine Taylor

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Thank you for your time and consideration in this regard, and I hope to hear from you should my resume meet your approval.

Kind regards,

Mrs Chanine C Taylor

Preferred occupation; Administrative jobs
 To Whom It May Concern;
 Preferred work location Northern Suburbs
 Western Cape

My name is Chanine Taylor and it is a pleasure to e-meet you.

Contacts and general information about me

Day of birth to formally submit my application for consideration. I recently experienced

General Management from Breytenbachs Immigration Consultants as a Personal Assistant to a Legal

Residential Consultant, where I assisted with the application process for SA/UK Immigration

visas. I was employed on a full-time basis, working remotely from my well-equipped home office in
 Telephone number
 Cape Town, South Africa.

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Regrettably, the company's SA branches have been adversely affected by the significant increase in

Additional information

UK visa fees, and the stricter financial threshold requirements for visa applications in the past year.
 As a result, the company had to implement cost-cutting measures, including staff reductions.

Salary you wish 20000 - 25000 R per month
 How much do you earn now 19000 R per month

Over the years I have worked in various other industries performing a vast variety of tasks. As I have ventured forward into the working world, I have eagerly learned as much as possible from every employer and strive to improve my skills and confidence. I am eager to learn any new skills and systems required for this position should you be willing to afford me the training.

As a loyal and hard-working individual with extensive experience in various areas of administration, I believe I would prove to be a valuable asset to any company. I am recognized for my honesty and commitment to not only my employer, but to each task I perform with diligence. I am able to prioritise and complete multiple tasks timeously with strict timelines by being well organized. Maintaining a professional and friendly demeanor when dealing with clients and getting along well with colleagues. I believe in always putting my best foot forward to be an important reflection of the company I represent.

I trust my application will prove worthy of review as I would greatly appreciate this opportunity.

Should you wish to view my reference letters, I will gladly provide them for your perusal.