



# Lameez Govind

Curriculum Vitae (CV)

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

Dear sir/ma'am,

With 13 years of experience in administrative support and personal assistance, I have developed strong organizational and communication skills that I believe would be an asset to your team. In my previous role, I successfully managed schedules, coordinated meetings, and handled correspondence, ensuring that my executive's day-to-day operations ran smoothly.

I am adept at multitasking and thrive in fast-paced environments, making me well-suited for the demands of a Personal Assistant/ Administrative support.

I have attached my resume for your review. Thank you for considering my application.

Warm regards,

Lameez Govind

0828673494

Lameezgovind@outlook.com

Preferred occupation

**Administrators**  
Administrative jobs

**Personal assistant**  
Administrative jobs

**Data capturers**  
Administrative jobs

Preferred work location

**Johannesburg**  
Gauteng

**West Rand**  
Gauteng

## Contacts and general information about me

Day of birth 1989-07-13 (35 years old)

Gender Female

Residential location Johannesburg  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*

[Sign in](#)

**Additional information**

Salary you wish	20000 R per month
How much do you earn now	18000 R per month