



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