



# Roshini Govender

Curriculum Vitae (CV)

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

I am an experienced personal assistant and secretary.

I have very good PA Skills, typing, travel arrangements, diary management, arranging of meetings, attending of ad-hoc duties, client liaison, invoicing, debtors and creditors.

I am very hard working, loyal and trust worthy. I would be an asset to any company hiring me.

Regards

Preferred occupation	Personal assistant Administrative jobs
	Debt collector Administrative jobs
	Collections paralegal Law, legal jobs
	Sales representative Sales jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1976-08-29 (48 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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	20000 R per month
-----------------	-------------------