

**Dear Sir/Madam,**

I trust that you are well.

My name is Prelisha Hanuman and I am interested in the vacancy you are currently advertising. My qualification and professional work skills would make me an ideal candidate for consideration.

Together with my dedication, organisation skills, proactive nature and multitasking skills I would make a valuable contribution to the team at your esteemed company and would be most grateful should I be granted an opportunity for an interview.

My bubbly and polite nature has built my character to engage well with colleagues whilst maintaining professionalism and etiquette. Having a streak that leans towards doing the odd shark cage dive to playing with crocodiles also moulded me into having courage to delve into “deep ends” literally and thus proverbially learning how to “swim”. Likewise in unforeseen circumstances that arise in a work environment, I practise a proactive and resourceful attitude and courage.

With that being said, I sincerely hope I will be granted an opportunity to be considered to add a unique element and value in your organisation.

Thank you in advance for the time invested in reviewing my application.

Kind regards,

Prelisha Hanuman

**Curriculum Vitae of Prelisha Hanuman**

**Personal details**

Surname : Hanuman

First names : Prelisha

Gender : Female

Identity number : 900 501 0075 08 3

Driver’s License : Yes

Residential address : 9 Saunders Avenue, Isipingo Hills, Durban Cellular number : 074 073 6666

E-mail address : prelishar@gmail.com

Home language : English

Other languages : isiZulu, Afrikaans

**Academic details**

**Tertiary Education**

Institution : UNISA

Course : BA Degree in Communication Science

Year completed : 2016

Institution : UNISA

Course : ICDL License in Computers and Information Technology

Year completed : 2011

Programs : Microsoft Word, Excel, Powerpoint, Outlook.

**Secondary Education**

School : Solvista Secondary School

Subjects : English, Afrikaans, Biology, Accounting, Mathematics,

Geography

Qualification completed : Matric

**Work Experience**

Name of Company : MMGS Incorporated

Position held : Litigation Paralegal- Vehicle Asset Recovery Department

Duration of service : March 2021- current

Duties/responsibilities : Working closely with Senior litigation head in assisting with drafting legal

correspondence and documents and preparing matters for court, maintaining multiple databases of information, liaising with clients and stakeholders, compiling of reports to management, adhoc administrative duties.

Name of Company : A Wolmarans Incorporated Duration of service : September 2019 to May 2020

Position held : Secretary and Medical Aid Consultant

Duties/responsibilities : My duties entailed opening and maintaining matters on Ghost

Practice, telephonic and written communication with Discovery

Medical Aid, written and verbal communication with clients and the Road Accident Fund, police stations, hospitals/specialists and preparing matters for lodgment, receiving leads from Discovery Medical Aid and contacting clients and compiling call sheets on the gist of their accident and assessing photographs and documents from clients, working in a fast paced, results driven environment within a team as well as independently.

Name of Company : Hughes Madondo Incorporated Duration of service : January 2019 – July 2019

Position held : RAF (Road Accident Fund) Litigation secretary

Duties/responsibilities : My duties entailed opening files and maintaining file through each

process of litigation, knowledge of file content and interpreting information contained in dockets, accident reports and medicals, typing and proof reading of reports; attending on phone calls and liaising with attorneys to follow up progress with matters, drafting of formal correspondence, drafting of various notices, attending on weekly and monthly reports on status of matters to the Road Accident Fund, appointing of medical experts.

Name of Company : Vengadesan & Associates

Duration of service : October 2018 to December 2018 (temporary position) Position held : Typist and Secretary

Duties/responsibilities : My duties entailed dictaphone typing and writing to and verbally following up

with attorneys in respect of bond reductions and liquidations.

Name of Company : Adams & Adams Incorporated Duration of service : August 2018- October 2018 Position held : Patents Secretary

Duties/responsibilities : My duties entailed administration for patent applications for

inventions and attending to amendments to patent specifications

and filing of final invention documents.

Name of Company : Rainbow Nation Media House

Duration of service : 2016-2017 (part time job to earn extra money whilst studying)

Position held : Public relations assistant

Duties/responsibilities : My duty entailed writing motivations to celebrities and corporates

in an attempt to obtain and secure their assistance and support for fundraising of children’s campaigns.

Name of Company : Mjita Magazine (online men’s magazine)

Duration of service : 2015 (part time job whilst studying)

 Position held : Writer

Duties/responsibilities : My duties entailed researching and writing on various topics of interest for

the male gender. I covered genres such as comedy surrounding relationships, sport, business and cars and interviewing business men and car fanatics.

Name of Company : Anitha D Chetty and Associates Duration of service : 8 years (2010 – 2018)

Position held : Receptionist/ Personal Assistant

Duties/Responsibilities : My duties entailed managing the reception area, switchboard control, overseeing office

 supplies and troubleshooting and sorting issues with office equipment, typing,

filing, emailing, diary/ itinerary management, stationary managing end-to-end process for board meetings, i.e. drafting agendas, resolutions and compiling minutes of meeting, managing office stationary and petty cash, attending on updating important office documents, assisting with tender applications, drafting presentations, company registrations, working on CIPC website as per company

requirements, proof reading, working on Business rescue applications, assisting my senior with urgent court applications, issuing statements and invoices on a monthly basis, rental and office tenant administration, managing the firm’s trust account and liaising with accountant on a weekly basis as well as assisting with annual audits, written and verbal communication with service providers and creating and maintaining systems in a user friendly organized manner.

**Achievements** : I had an opportunity to work briefly with Ela Gandhi in 2016 and had

assisted her with the newspaper Satyagraha which was part of The Gandhi Development Trust.

 **Personal attributes** : Excellent people skills, adaptable, proactive, problem solving skills, can prioritize and

 multitask whilst being organized, attention to detail, excellent verbal and written

 communication skills, resourceful and innovative in introducing new ways of handling

 administrative processes and making day to day management more effective. I also

 thrive on being the “go to person” at the office to lend a helping hand and going

 beyond the call of duty and make a difference.

**Contactable references** : Anitha Chetty 082 8222 633

Derek Naidoo 082 808 9050

 Sarika Naicker 072 782 0740

 Chanelle Pieters 078 084 8240

 Monogran Pillay 078 310 5533