

To whom it may concern:

I offer a combined 8 years of accomplished and diverse experience within Client Care and the admin division

Core Skills

- Strong analytical ability.
- Excellent communication skills.
- Excellent problem solving abilities and proven ability to affect and manage change.
- Proven ability to complete projects on schedule
- Excellent time management skills.
- Skills to communicate clearly at all levels- verbally, written and face-to-face and exceptionally practiced phone and computer skills.
- Capacity to solve problems effectively and to make good decisions in order to meet departmental expectations consistent with company policies.

My career education has been an on-going sense of passion and hunger. In this regard I thrive on reading and studying Leadership Material.

I am accustomed to fast-paced and deadline priority-driven projects and I am an energetic self-starter

My hands-on experience and practical knowledge are well suited to the goals of your organization.

A personal conversation will enable me to discuss how I can contribute to the success to your organization.

I thank you for your consideration and look forward to your further communication.

Sincerely

Lemiese Cajee

Email : lemiesecejee@gmail.com

Cell : 0684678101 / 0848731219

Curriculum Vitae Of Lemiese Cajee

Personal Details

Name: Lemiese
Surname: Cajee
Address: 11 Bevan Avenue
Newclare
2093
Dependants: 3
Marital Status: Divorced
Id no: 860603 0072 082
Date Of Birth: 03 June 1986
Gender: Female
Tel no: 0684678101 / 084 873 1219
Nationality: South African
Criminal Offences: None
Languages: English, Afrikaans
Interests / Hobbies: Spending time with my family
Drivers license: Code 08

Educational History

Last School Attended: R.W.FICK
Last Grade Achieved: Grade 12
Subjects: English
Afrikaans
Business Economics
Agriculture
Economics
Accounting

Company:

UDM International

Duties:

Sales, we worked off a data contact

Period:

November 2025 – Present

Reason for Leaving:

Present

Contact number:

0677460454

Company:

SA Underwriters

Duties:

Client care consultant – New car accident claims, assisting clients with queries, general admin, road side assistance and spreadsheets

Period:

March 2015 – November 2021

Reason for Leaving:

Retrenched

Reference:

Emile Olivier / Lerato Skosana

Contact Number:

(011)777-7200

I will be an asset to your company because I am a hard worker. I learn quickly and easily. I will always try my best to deliver an outstanding performance for the work I do no matter what the task may be. I always go the extra mile.

Thank You for your time
Lemiese Cajee

•