

Name: Plamena Varadinova Kovacheva

ID: 2517259

Module: Employability and Career Development
LCLM4005

Module Code:

Lecturer: Dr. Inderjit Grewal

Plamena Kovacheva

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Personal profile:

I am a motivated, reliable, and adaptable individual with experience in customer service, hospitality, and satisfaction. I have developed effective communication skills, the ability to work efficiently under pressure, and a professional approach when dealing with customers and guests. I am really looking forward to have the opportunity to be working with Crystal Financial Solutions.

I thrive in fast-paced environments and consistently deliver high-quality service. I am fully available for full-time work and able to start at once. I am looking for an opportunity where I can contribute my skills, dedication, and enthusiasm while continuing to grow and develop in my career.

KEY STRENGTHS & ATTRIBUTES:

- Communication skills
- Problem solving & adaptability
- Exceptional customer service
- Operational and organisational skills
- Teamwork & inevitability
- Reliability & commitment

PROFESSIONAL EXPERIENCE:

Assistant –Solicitors November 2023- November 2024

I worked as an assistant to a solicitor in 2023. I helped prepare legal documents, case files and client correspondence. I also conducted basic legal research to support

ongoing cases, completed a processed client forms accurately and efficiently keeping organised records and ensure all documents were properly filled.

Babysitting- June 2022- October 2022

I have been caring for many children since young to family members and who they have recommend me for. I have cared for children ages 1-10. I have prepared meals, changed diapers, created a safe environment for them, and played fun educational games with them.

Dog sitting- January 2023 – April 2023

I have been loving dogs since young; I truly admire them. I have provided reliable care for dogs, including feeding, walking, and supervision. Monitored their behaviour and health which I reported to their owners which built my trust with the pet owners through clear communication and regular updates.

Education:

- **University of Wales Trinity Saint David - October 2025 – Present** (Business skills for workplace)

ADDITIONAL INFORMATION:

- Highly adaptable and quick to learn new skills
- Strong organisational and time management abilities
- Able to work independently and as part of a team
- Fully available for full-time work and able to start immediately
- Friendly, professional, and customer-focused

References:

References can be given at request.

Plamena Kovacheva

London

Crystal Financial Solutions

Lyon Road, Harrow HA1

18th July 2026

Dear Hiring Manager,

I wish to apply for the role of Trainee Executive Assistant, currently being advertised on the Indeed website. Please find enclosed my CV for your consideration.

As you can see, I have over a year's experience in the administrative support role within the legal sector, and I believe that the communication, organizational, time management, and administrative skills I have developed during this time make me the perfect candidate for the role.

I have been responsible for managing administrative tasks, communicating with customers and colleagues, organizing records, handling confidential information, and ensuring work is completed accurately and efficiently.

All this, along with my passion and commitment, good organizational skills, keen eye for details, professional approach, and ability to learn, has enabled me to offer efficient administrative assistance and help run the operations effectively.

I am confident that I can apply this level of dedication and hard work in Crystal Financial Solutions to build on its reputation as a reputable financial advisory firm that has been in operation for more than 25 years. With my experience in administration, my positive outlook, and my enthusiasm in developing my skills, I feel that I can add value to your management team.

I am grateful for your time in considering my application. I am looking forward to having the chance to elaborate on my application and show how my strengths would add value to your company.

Yours Faithfully,

Plamena Kovacheva

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Executive Assistant

[Financial Solutions](#) • 1.0 ★

Job details

 From £26,000 a year

Company pension

 Permanent, Full-time

 [Lyon Road, Harrow HA1](#)

Profile insights

Here's how the job qualifications align with your [profile](#).

Skills

Microsoft Outlook (required) ▼

Microsoft Office (required) ▼

Microsoft Word ▼

[+ show more](#)

Do you have experience in Microsoft Outlook?

Yes

No

Skip

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Full job description

Overview

Crystal Financial Solutions is an established financial advisory business helping both individuals and businesses for over 25 years. We are seeking a motivated and detail-oriented Trainee Executive Assistant to join our team and support our executive team.

This role is pivotal in ensuring smooth operations and effective communication within the organisation. The ideal candidate will possess excellent administrative skills, a keen attention to detail, and the ability to manage multiple tasks efficiently.

Responsibilities:

- Assist executive leadership with daily administrative tasks, including scheduling meetings, managing calendars, and handling correspondence.
- Prepare and edit documents, reports, and presentations.
- Coordinate travel arrangements and itineraries for executives.
- Conduct research and gather information as needed for various projects.
- Maintain and organise files, records, and documentation.
- Support the planning and execution of company events.
- Handle confidential information with discretion.

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- Support the planning and execution of company events and meetings.
- Handle confidential information with discretion and professionalism.
- Provide general office support and assist with other duties as assigned.

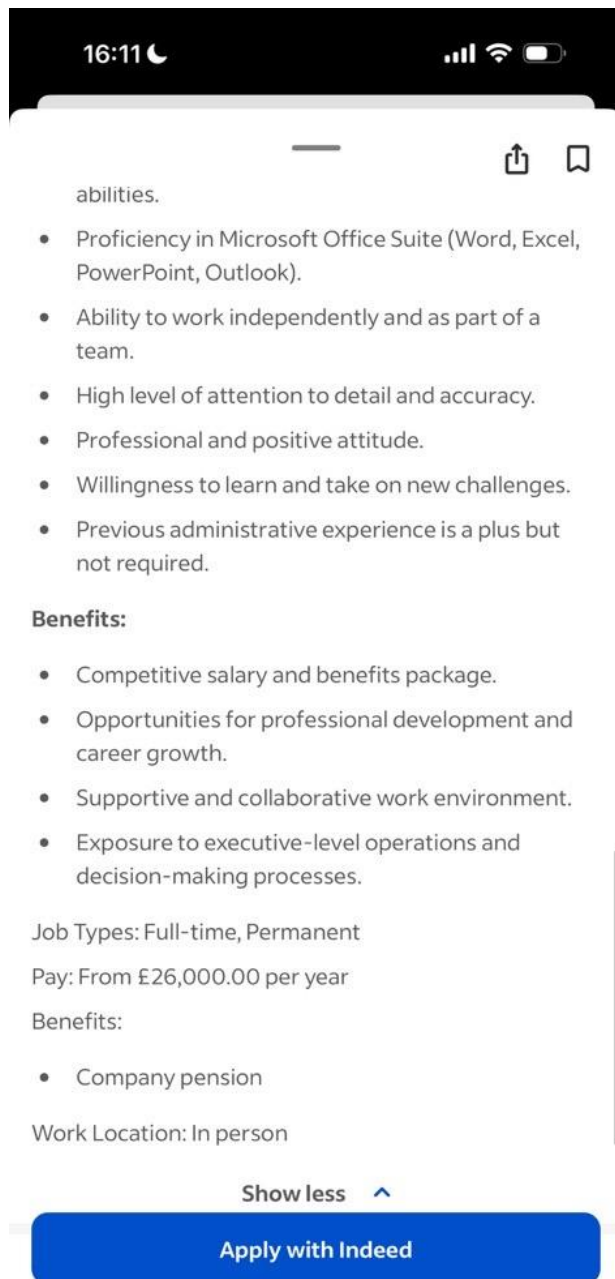
Requirements:

- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- High level of attention to detail and accuracy.
- Professional and positive attitude.
- Willingness to learn and take on new challenges.
- Previous administrative experience is a plus but not required.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and career growth.

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