



Maria Madonsela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin assistant or receptionist. I have enough experience to that, very humble, a team worker, fast learner and a hard worker.

Preferred occupation	Medical receptionist Medicine, healthcare, nursing jobs
	Switchboard operator Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Ekangala Mpumalanga
	Middelburg Mpumalanga
	Witbank Mpumalanga

Contacts and general information about me

Day of birth	1975-07-24 (48 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.05 iki 2020
Company name	Safarmex medical logistics
You were working at:	Medical receptionist
Occupation	Supervisor
What you did at this job position?	Make sure that target are reached. Also supervise the work of pre packers, printing clerks and the picker.

Working period **nuo 1996.09 iki 2000.12**
 Company name PSG anchor life
 Occupation Admin assistant
 What you did at this job position? Answering of calls, faxing etc

Education

Educational period **nuo 1988.12 iki 1992.12**
 Degree Grade 12 / Matric
 Educational institution Damelin computer school
 Educational qualification Diploma in computer
 I could work Admin or receptionist even secretarial job

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	very good
isiZulu	basic	good	basic

Computer knowledge

Excel, spreadsheet

Recommendations

Contact person Frieda Wassenaar
 Occupation Manager
 Company Safarmex medical logistics
 Telephone number 013 283 9081
 Email address Frieda@safarmex.co.za

Contact person Liezel Taljaard
 Occupation Responsible pharmacist
 Company Safarmex medical logistics
 Telephone number 013 283 9046
 Email address liezel@safarmex.co.za

Additional information

Your hobbies Reading, singing and going to church
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2018-03-00 (6 years)
 Salary you wish Living wage R per month
 How much do you earn now 13 933.21 R per month