



Chereen Malema

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist, I am hard-working person, I am good and fast learner, when I work I always finish my job in time I am not a person that you always have to be reminded for doing my job. I have been a receptionist for more than ten years, I have worked different jobs under one boss because he was running different companies, eg surgery, Sands tyt, Vexma properties and I was in charge of doing the accounts for those companies, I was doing filling, data capturing, spreadsheet, dispensing medication, posting medical aid, confirmation of medical aid of patients, calculation of load trucks for drivers, property inspection for tenants etc.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1978-01-12 (46 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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

Additional information

Salary you wish	8000 R per month
-----------------	------------------