



# Elvino January

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

PPE )

Employer:Stop Crime Against Children[SCAC]

Occupation: Volunteer

(Handing out food parcels to those in need ,helping people in the community with several of their problems)

Employer:Cederberg Sub-district(currently)

Occupation:Medical Records & Disposal of

Folders(support the records

management disposal process at

the facility,ensure patient medical

records are properly kept and

secured during folder sorting

process,reconciling patient's

records whilst doing Patient

Listings ,doing file-by-file review

and physically investigate first and

last date of patient's medical

episodes/visits/notes/encounters,identify,resolves or query missing data and errors observed during

manual reviews,report missing data and

errors to the Manager at the Facility)

Peronal Profile:

- Do my duties with optimum capabilities and try new things.
- Ensuring that deadlines of task and duties are met.
- Wiling to work in a group and a good communicator.
- Hardworking,honest and loyal
- Have the ability to work under pressure

Reference:

Mr.J.G Koortzen

Tell:027 422 1009

Me.Francis Damon

Tell:063 694 2581

Preferred work location

Western Cape

**Contacts and general information about me**

Day of birth	1997-09-20 (27 years old)
Gender	Male
Residential location	West Coast Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### **Additional information**

Salary you wish	R21000 R per month
How much do you earn now	R4237.25 R per month