



Ayanda Dubula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a medical assistant, or medical receptionist

I'm a hard working lady worked as a medical assistant for 5 years. Work with patients despense and doing administrative duties for the doctor.

Know how to check medical aids. Do ICD10 codes.

Patient File recording.

Sugar and BP check for patients.

Dressing and cleaning wounds.

Preferred occupation Medical assistant
Other jobs

Preferred work location Grahamstown
Eastern Cape

Contacts and general information about me

Day of birth 1978-02-17 (46 years old)

Gender Female

Residential location Grahamstown
Eastern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2016.10 iki 2021.01**

Company name Dr Zachariahs surgery

You were working at: Doctors

Occupation Medical assistant

What you did at this job position? Despense, file recording, assist in minor prosidures

| | |
|------------------------------------|--|
| Working period | nuo 2009.12 iki 2012.11 |
| Company name | Department of education |
| Occupation | Co ordinator |
| What you did at this job position? | Co ordinator peer education and child friendly school programs |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 1999.11 iki 2001.11 |
| Degree | Certificate |
| Educational institution | Damelin college |
| Educational qualification | . Marketing |
| I could work | As a sales lady |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |

Computer knowledge

Know basic computer skills
 Excell 2000, word 2000 power point emailing, scanning

Recommendations

| | |
|------------------|-----------------------|
| Contact person | Sibongile Mbili |
| Occupation | Supervisor |
| Company | Dr Zachariahs surgery |
| Telephone number | 0841263696 |
| Email address | angie.mbili@gmail.com |

Additional information

| | |
|--------------------------|---------------------------|
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2019-08-00 (5 years) |
| Salary you wish | 15000 R per month |
| How much do you earn now | 14000 R per month |