



# Motlalepule Tjamela

Curriculum Vitae (CV)

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

I am looking for a job at Emergency medical services as BAC, fire department because I am a trained fire fighter or at a hospital as an admin, I have learned and have an experience at admitting and discharging of patients, billing, procurement and switch board operation. I am a fast learner who can work well with a team or alone, I know about reaching deadlines when it comes to month end.

Preferred occupation	<b>AMBULANCE DRIVER</b> Other jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Ermelo</b> Mpumalanga

## Contacts and general information about me

Day of birth	1981-01-25 (43 years old)
Gender	Female
Residential location	<b>Welkom</b> Free State
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>

## Work experience

Working period	<b>nuo 2015.05 iki 2016.03</b>
Company name	<b>AFRICA HEALTH CARE</b>
You were working at:	<b>Administrators</b>
Occupation	<b>ADMIN ASSISTANT</b>
What you did at this job position?	<b>BUYING, RECEIVING, CONTROLLING AND ISSUING OF STOCK, BILLING AND FILLING</b>

Working period **nuo 2016.03 iki 2021.01**  
 Company name COMPLETE FACILITIES MANAGEMENT  
 You were working at: Administrators  
 Occupation ADMIN ASSISTANT  
 What you did at this job position? BUYING, RECEIVING, CONTROLLING AND ISSUING STOCK, BILLING, ADMITTING AND DISCHARGING PATIENTS

**Education**

Educational period **nuo 2002.01 iki 2002.12**  
 Degree Certificate  
 Educational institution PC TRAINING & BUSINESS COLLEGE  
 Educational qualification INFORMATION AND COMMUNICATION TECHNOLOGY  
 I could work YES

Educational period **nuo 2012.05 iki 2012.06**  
 Degree Certificate  
 Educational institution IMPACT EMERGENCY TECHNOLOGIES  
 Educational qualification CERTIFICATE  
 I could work BAC

Educational period **nuo 2013.04 iki 2013.06**  
 Degree Certificate  
 Educational institution MATJHABENG FIRE DEPRTMENT  
 Educational qualification CERTIFICATE  
 I could work FIRE FIGHTER

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	very good	very good	very good
Afrikaans	good	good	good

**Computer knowledge**

YES, I AM COMPUTER LITERATE AND I KNOW EXCEL, POWER POINT, WORD AND OUTLOOK

**Recommendations**

Contact person	MERINDA WILHELM
Occupation	ADMIN
Company	AFRICA HEALTH CARE
Telephone number	057 391 4665
Email address	merinda.wilhelm@sthelenahospital.co.za

#### **Additional information**

Your hobbies	LOVE READING FAMILY ORIENTATED TRAVELLING REALITY TELEVISION AND DOCUMENTARIES GOING OUT WITH FRIENDS
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-03-00 (12 years)
Salary you wish	12000 R per month
How much do you earn now	7500 R per month