



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	AMBULANCE DRIVER Other jobs
	Filing clerk Administrative jobs
	Data capturers Administrative jobs
	Administrators Administrative jobs
Preferred work location	Ermelo Mpumalanga

Contacts and general information about me

Day of birth	1981-01-25 (43 years old)
Gender	Female
Residential location	Welkom Free State
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 2015.05 iki 2016.03
Company name	AFRICA HEALTH CARE
You were working at:	Administrators
Occupation	ADMIN ASSISTANT
What you did at this job position?	BUYING, RECEIVING, CONTROLLING AND ISSUING OF STOCK, BILLING AND FILLING

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