



Rina Katzke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard worker and reliable person. I always give my best and go that extra mile. I don't have a matric certificate but that has never stop me for showing what I am capable off. I like new challenges in my working career and I have prove myself that I am capable to do more than what is expecting from me. I am not the type of person that can stay at home I need to work that is how I have always been.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Gender	Female
Residential location	Alberton 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

Work experience

Working period	nuo 1989.01 iki 2005.03
Company name	Netcare Group
You were working at:	Nurses
Occupation	Axillary Nurses/ Ward secretary
What you did at this job position?	Nursing duties, Stock control, Checking the files and submitting them to accounts department, answering phones, taking doctor's orders, updating theater bookings, Admitting patients into wards.

Education

Educational period	nuo 1986.01 iki 1988.12
Degree	Grade 10
Educational institution	JG Strydom
Educational qualification	Grade 10

Languages

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

Computer knowledge

Micro soft office
 Words
 Excel
 Exact
 Auto mate
 Outlook

Recommendations

Contact person	Hanli Oosthuizen
Occupation	Dealer Principal
Company	Motus Group
Telephone number	0712657693
Contact person	Nicky Soer
Occupation	Parts MANAGER
Company	MOTUS GROUP
Telephone number	016 421 3800
Email address	nsoer@motusretail.co.za

Additional information

Your hobbies	Reading, outdoors activities,
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1993-05-00 (31 years)
Salary you wish	R 12000 R per month
How much do you earn now	unemployed R per month