



Admin Clerk Roberts

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Filing clerk. Administration site. Productive. Good Interpersonal relationship with colleuges. Leadership Abilities. Work speed. Planning Organize workload. Fast learner self driven can work under pressure. Willing to stretch my skills and grow. Enjoy working with numbers therefor can an and organize my work.

Preferred occupation	Generals General jobs
Preferred work location	Kroonstad Free State

Contacts and general information about me

Day of birth	1966-11-19 (57 years old)
Gender	Female
Residential location	Kroonstad 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 1989.08 iki 2021.04
Company name	Kroonstad Municipality Department of health
Occupation	Cashier/. Administration clerk
What you did at this job position?	Cashier, filing clerk, data capturer, registration of patients on system. Archiving of non active files. Acting supervisor. Tracing of misplace files. Booking of patients for various clinics and follow ups.
Working period	nuo 1989.08 iki 1991.12
Company name	Kroonstad Municipality
You were working at:	Cashiers

Education

Educational period	nuo 1989.08 iki 1991.12
Degree	Grade 12 / Matric
Educational institution	Dr Blok High School
Educational qualification	Grade 12 Auxiliary Enrolled Nursing Assis
I could work	Hospital any administration dept

Languages

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

Computer knowledge

Micro soft Word, Meditech, Exell

Conferences, seminars

Meditech courses Bloemfontein 2003. Sign language course 2004. Meditech oemfontein 2012/2013.
Upgrade of Computer Course 2017

Recommendations

Contact person	Mr Monyane
Occupation	Assistant Director
Company	Dept of Police, Road and transport
Telephone number	0823069033
Contact person	Mr Sensile. S
Occupation	Auditor
Company	Dept of Health
Telephone number	0514081637

Additional information

Your hobbies	Reading. Tv
Salary you wish	20000.00 R per month
How much do you earn now	19580. 00 R per month