



Thokozile Luthando Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a South African woman I'D number 8404171061084. I am looking for Administration and Receptionist position. I have an experience of more than 5 years in the medical field as an Administrative and Receptionist desk. I am an early starter, hardworking, creative and adaptive 37 years old woman. I am fluent in English read and write, always eager to learn and developing in new skills. Here are some of the strengths I can leverage to advance your company: a good attendance reputation at workplace, good planning skills, a strong reputation for driving productivity by leveraging excellent front office management skills, excellent with customer and patients service, excellent with Microsoft Excel, Word, Outlook, PowerPoint, Internet and emails.

Thank you for taking time to review my credentials and experience. Looking forward to hearing from you very soon. Please give me a chance and notice me.

Kind regards

Luthando

Preferred occupation

Administrators
Administrative jobs

Medical receptionist
Medicine, healthcare, nursing jobs

General worker or administrator
Construction jobs

Preferred work location

Johannesburg
Gauteng

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1984-04-17 (40 years old)

Gender Female

Residential location **Johannesburg**
Gauteng

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 2015.03 iki 2019.06
Company name	Kopanong Healthcare Pty Ltd
You were working at:	Medical receptionist
Occupation	Administrator and receptionist
What you did at this job position?	Open practice an hour before, make sure the reception is clean and neat, open the system check emails reply to email if it has to. Reconcile. And start helping patients with opening new file if the patient is for the first time visit, check medical aid funds, claim medical Aid, answering phone calls, apply medication for chronic patient, receiving medication stock filing all files also helping cash patients.

Education

Educational period	iki 2005.12
Degree	Grade 12 / Matric
Educational institution	Mbopha high school
Educational qualification	Biological science, Agricultural science, economics English language Afrikaans and Isizulu
I could work	I could work very hard to make sure the company is growing and moving to another level.

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
Afrikaans	basic	good	good
Setswana	fluent	fluent	fluent

Computer knowledge

Excellent with Microsoft excel, word, outlook, PowerPoint, internet.

Recommendations

Contact person	Salamina
Occupation	Practice manager
Company	Kopanong Healthcare Pty Ltd
Telephone number	0633600233
Email address	Salamina.motsosi@gmail.com

Contact person	Pauline Mofokeng
Occupation	Practice nurse
Company	Kopanong Healthcare Pty Ltd
Telephone number	0721399084

Contact person	Dr Gumede
Occupation	Practice Doctor
Company	Kopanong Healthcare Pty Ltd
Telephone number	0848325251/0115898039
Email address	Bongzot@yahoo.com

Additional information

Your hobbies	Read, write pay attention to people who is talking watch comedy and singing.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-06-00 (5 years)
Salary you wish	7000 R per month
How much do you earn now	0.00 R per month