



Stephen Matthews

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any available position in your company my skills are: Interpersonal relations, Communication, Attention to detail Attitude & flexible work-style Ability to work unsupervised, Ability to problem-solve Experience Proficient in all relevant tasks and ability to train therein.

I am very interested in this opportunity with your company and believe that my qualifications, education and professionalism would make me a strong candidate for the position.

I am a respectable loyal, hard-working, supportive and fast learner who will add value to your company. I can work in a team and solo to strive for the best.

I firmly believe that I can be a valuable asset to your team. I welcome the opportunity to speak with you about any available position and how I can be an asset to your company to achieve its goals.

Thank you in advance for your consideration.

First I started as a lab assistant working in all 4 disciplines (chemistry, endocrinology, haematology, microbiology but mostly in specimen reception) till 2017 then I was in an accident and then moved to the help desk operator where I perform all administrative duties Outbound Calls- I phoned out the critical results to the referring Doctors, Sister in the Hospital Ward and phone the INR results to patients and give their daily dosage. Inbound-Received calls from Doctors and sisters in the ward requesting the results and ordering some tests to be done. I faxed, emailed the results to the Doctors and the Wards and in between the years, I have assisted the IT department to resolve all IT-related queries with the current company I am working for.

Kind Regards

Stephen Matthews

Preferred occupation

Team leader

Management, human resources jobs

working in the lab environment

Medicine, healthcare, nursing jobs

Miners

Mining jobs

Administrators

Administrative jobs

Chemistry lab analyst
Other jobs

Wellness Manager
Other jobs

Office manager
Other jobs

Facilities manager
Other jobs

Preferred work location
Other Northern Cape
Northern Cape

Contacts and general information about me

Day of birth 1986-09-06 (38 years old)
 Gender Male
 Residential location Kimberley
 Northern Cape
 Telephone number *Information is available only for registered users.*
[Sign in](#)
 Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2007.03 iki 2018.03**
 Company name pathcare
 You were working at: Technician
 Occupation laboratory assistant
 What you did at this job position? working in all 4 disciplines (chemistry, endocrinology, hematology, microbiology but mostly in specimen reception)

Company name pathcare
 You were working at: Operations Clerk
 Occupation helpdesk operator
 What you did at this job position? I perform all administrative duties Outbound Calls- I phoned out the critical results to the referring Doctors, Sister in the Hospital Ward and phone the INR results to patients and give their daily dosage. Inbound-Received calls from Doctors and sisters in the ward requesting the results and ordering some tests to be done. I faxed, emailed the results to the Doctors and the Wards

Education

Educational period **nuo 2018.04 iki 2021.04**

Languages

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

Computer knowledge

Computer literacy (Meditech, MS Office Word, Excel Troubleshoot technical problems assembling and disassembling, all windows including windows 10

Recommendations

Contact person	sophia williams
Occupation	senior medical technician
Company	pathcare
Telephone number	0824694140

Additional information

Your hobbies	DANCING, SINGING SPENDING TIME WITH FAMILY AND FRIENDS
Salary you wish	20000 R per month
How much do you earn now	12000 R per month