



Tsholofelo Desiree Modise

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration/Receptionist, I'm a hard worker, self motivated, very respectful and always willing to learn new things.

Preferred occupation	Other jobs Other jobs
Preferred work location	Kimberley Northern Cape

Contacts and general information about me

Day of birth	1985-03-10 (39 years old)
Gender	Female
Residential location	Kimberley Northern Cape
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

You were working at:	Other jobs
Occupation	Registry clerk
What you did at this job position?	Answering call, filling, making bookings, taking minutes, ordering stationary, etc.
Working period	nuo 2009.01 iki 2011.01
Company name	Department of economic development
You were working at:	Principal
Occupation	Secretary
What you did at this job position?	Talking minutes, making and receiving calls, faxing, making copies, preparing diaries, receiving and sending emails.

Working period	nuo 2020.01 iki 2021.12
Company name	Sol plaatje primary school
You were working at:	Medical receptionist
Occupation	Receptionist
What you did at this job position?	Making appointments for patients, opening files, making medication orders.

Education

Educational period	nuo 2018.01 iki 2019.01
Educational institution	Northern cape tvet college
Educational qualification	Level 4 finance
I could work	Individually and as a team and under pressure

Languages

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

Computer knowledge

Computer literate

Recommendations

Contact person	Fenecy mohulatsi
Occupation	Supervisor
Company	Department of economic development
Telephone number	0646289364

Additional information

Your hobbies	Reading, taking walks, cooking and spending time with my family.
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	7000 R per month