



Pamella Booie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi My name is Pamela Booie im 32 years old looking for admin reception job i've got 4-5 admin experience im a fast learner,team builder,passionate,hard worker i also love working with people i like being challengable

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|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| | Miners Mining jobs |
| Preferred work location | Witbank Mpumalanga |
| | Johannesburg Gauteng |
| | Rustenburg North West |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1989-05-22 (35 years old) |
| Gender | Female |
| Residential location | Johannesburg 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 2011.01 iki 2017.11 |
| Company name | TRASDA community development center |
| You were working at: | Receptionist |
| Occupation | office assistance |
| What you did at this job position? | filling,copying,typing,answering phone,monthly reports,writing minutes,management team,liase with community |

Working period **nuo 2018.05 iki 2018.12**
 Company name johannesburg water
 You were working at: Field Agent
 Occupation community facilitator
 What you did at this job position? i.was teaching the community how to save water n report liking pipes

Working period **nuo 2019.01 iki 2021.12**
 Company name Mabatho optical
 You were working at: Medical receptionist
 Occupation reception
 What you did at this job position? opening files for patients,Booking appointments,monthly stock,filling,answering phone,typing,liase with medical aids,welcoming patients

Education

Educational period **nuo 2006.01 iki 2008.12**
 Degree Grade 12 / Matric
 Educational institution jordan secondary school
 Educational qualification matric
 I could work work anywhere

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |
| isiXhosa | fluent | fluent | fluent |
| Sesotho | fluent | fluent | fluent |

Computer knowledge

word,Excel,power point and internet

Recommendations

Contact person Elzy Moshoadiba
 Occupation secretary
 Company TRASDA community development center
 Telephone number 078 0440620

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|------------------|--------------------|
| Contact person | Palesa Mahlangu |
| Occupation | team leader |
| Company | johannesburg water |
| Telephone number | 0606717329 |

| | |
|------------------|-------------------|
| Contact person | Bongiwe Tonyela |
| Occupation | nurse |
| Company | Boiketlong clinic |
| Telephone number | 0834732491 |

Additional information

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|-----------------|--|
| Your hobbies | i like travelling,shopping trying new challenging things,i like helping others |
| Driver licenses | None |
| Salary you wish | 7000 R per month |