



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

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

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

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