



# Wardia Govind

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administration work

I have experience of working in the a clinic

Filing of folders

Booking of appointments

Drawing of folders

Preparing paper work for TB & HIV testing

Assiting patients with information

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Southern Suburbs  
Western Cape

## Contacts and general information about me

Day of birth                                      1989-08-06 (35 years old)

Gender    Female

Residential location                              Western Cape

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 2022.04 iki 2022.06**

Company name                                      EPWP city health

You were working at:                              Administrators

Occupation    Admin assistant clerk

What you did at this job position?      Administration

Working period	<b>nuo 2012.05 iki 2019.12</b>
Company name	Tellumat manufacture
You were working at:	Machine operator
Occupation	Testing, operator, packer, mechanical assembler
What you did at this job position?	Test operator

### Education

Educational period	<b>nuo 2020.01 iki 2022.11</b>
Degree	Grade 12 / Matric
Educational institution	Southern suburbs youth academy
Educational qualification	Matric certificate
I could work	Administration

Educational period	<b>nuo 2021.02 iki 2021.11</b>
Degree	Certificate
Educational institution	Falsebay college
Educational qualification	N4 Diploma
I could work	Public Management

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Ms word, Ms Excel, Ms powerpoint

### Additional information

Your hobbies	Socialing. Cooking. Baking Outdoors
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-11-00 (6 years)
Salary you wish	10,000 R per month