



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 (34 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 **nuo 2012.05 iki 2019.12**
 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 **nuo 2020.01 iki 2022.11**
 Degree Grade 12 / Matric
 Educational institution Southern suburbs youth academy
 Educational qualification Matric certificate
 I could work Administration

Educational period **nuo 2021.02 iki 2021.11**
 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 (5 years)
 Salary you wish 10,000 R per month