



# Mariska Pienaar

Curriculum Vitae (CV)

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

I would make a great fit to your company. I am a quick learner, very tech savvy and I am always willing to learn more. I would make a great addition to your company.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
Preferred work location	<b>Empangeni</b> KwaZulu-Natal

## Contacts and general information about me

Day of birth	1997-10-28 (27 years old)
Gender	Male
Residential location	<b>Empangeni</b> KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.01 iki 2017.06</b>
Company name	Dr I Pillay
You were working at:	Doctors
Occupation	Receptionist
What you did at this job position?	Opening the door, greeting patients, answering the phone, phoning medical aid to check benefits, phoning for remittances, opening files, entering patients details on to the system, pulling out files, taking patients to the doctor. making appointments.

Working period **nuo 2017.01 iki 2018.02**  
 Company name Little Eden Daycare  
 You were working at: Caretaker  
 Occupation Child Minder  
 What you did at this job position? Greeting parents, handovers, making porridge, feed children, clean nappies, potty train, clean floors, clean dishes, make lunch, make snacks, getting children for pre-school.

Working period **nuo 2018.02 iki 2019.01**  
 Company name Big Bites/ Shwarma City  
 You were working at: Store person  
 Occupation Shop Supervisor  
 What you did at this job position? Make sure shop is clean and ready for clients, make sure that food is quality assured, help if running behind orders.

Working period **nuo 2019.04 iki dabar**  
 Company name Dr I Pillay  
 You were working at: Doctors  
 Occupation Accounts Administrator/ Receptionist/ Personal Assisstant  
 What you did at this job position? Opening the door, greeting patients, answering the phone, phoning medical aid to check benefits, phoning for remittances, opening files, entering patients details on to the system, pulling out files, taking patients to the doctor. making appointments, charging patient accounts, reconcile accounts, general PA duties

## Education

Educational period **nuo 2015.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution Empangeni High School  
 Educational qualification Matric Certificate

Educational period **nuo 2019.01 iki 2019.12**  
 Degree Certificate  
 Educational institution Oxbridge Academy  
 Educational qualification Au Pair & Child Care Pre-School

Educational period **nuo 2021.01 iki 2022.12**  
 Degree Certificate  
 Educational institution IQ Academy  
 Educational qualification Short Course in Business Management

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

### Computer knowledge

Windows  
Microsoft Office:  
Word  
Excel  
Paint  
Powerpoint  
Chrome  
Gmail  
Google  
Medis Elite  
Medis Elite Online  
Health Bridge

### Recommendations

Contact person	Hleliwe Bhengu
Occupation	Practice Manager
Company	Dr I Pillay
Telephone number	0357870602
Email address	hleliweb@yahoo.com

### Additional information

Your hobbies	Reading Walking computers cooking chess card games
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-10-00 (2 years)
Salary you wish	6500 R per month
How much do you earn now	5000 R per month