



Nthabiseng Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a receptionist job or any other general job. My positive points are that I am a very punctual person, I work well under pressure because I prepare myself, I work well as an individual or team work & I am a hard worker.

Preferred occupation	Receptionist Administrative jobs
	Housekeeper Hotel jobs
	Waiters, waitresses Restaurant, bar service jobs
Preferred work location	Sasolburg Free State
	Heidelberg Gauteng
	Standerton Mpumalanga

Contacts and general information about me

Day of birth	2001-09-24 (23 years old)
Gender	Female
Residential location	Cornelia Free State
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 2022.05 iki 2023.01
Company name	Mkwanazi Medical Practitioner
You were working at:	Medical receptionist
What you did at this job position?	Handling patients files, scheduling appointments, dispensaring medications and packing medications

Education

Educational period	nuo 2020.01 iki 2021.11
Degree	Certificate
Educational institution	Sedibeng Tvet college
Educational qualification	Management Assistant N6

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Word Processing & Excel

Additional information

Driver licenses	None
Salary you wish	5000 R per month