



# 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 (22 years old)
Gender	Female
Residential location	Cornelia Free State
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 2022.05 iki 2023.01</b>
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	<b>nuo 2020.01 iki 2021.11</b>
Degree	Certificate
Educational institution	Sedibeng Tvet college
Educational qualification	Management Assistant N6

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	good	good

**Computer knowledge**

Word Processing & Excel

**Additional information**

Driver licenses	None
Salary you wish	5000 R per month