



Siphwe Bridget Ntsume

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Medical secretary job. I have deploma in it (N4-N6) with no exprience . I love working with people and in the health care centre that is my passion and I have always wanted to work in a hospital/ clinics . I have good communication skills , ability to learn new things and excel. I can read and write , I engage well with people and I can stand seeing all eye shaking situation s. lam service driven and I take my duties into consideration . lam an accountable indivitual that is hard working.

Preferred occupation	Generals General jobs
	Medical receptionist Medicine, healthcare, nursing jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
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 2018.08 iki 2019.02
Company name	Clientele
You were working at:	Sales consultant
Occupation	Telesales consultant
What you did at this job position?	Outbound call center .we call people and offer long-term insurances such as funeral cover, legal cover, hospital plan and a saving plan

Working period **nuo 2021.11 iki 2022.08**
 Company name Irene primary school
 You were working at: Teacher
 Occupation Assistant teacher
 What you did at this job position? Office admin job, administration , assisting teachers and learners in class

Education

Educational period **nuo 2017.02 iki 2019.07**
 Degree Diploma
 Educational institution Tshwane city college
 Educational qualification Medical secretary
 I could work In any health sector

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
isiXhosa	very good	very good	very good
Sepedi	good	good	basic

Computer knowledge

Microsoft excel and word

Additional information

Driver licenses None
 Salary you wish R6500 R per month