



Ntsako Notatia Chauke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for a receptionist, administrator, personal assistant and customer services both medical and corporate settings.

I posses a Business Administration qualification, excellent communicator, excellent knowledge of microsoft office packages, including sage pastel accounting and SAP system, customer orientation, 4 years experience in medical reception, lam a good multi-tasker with great organisation and administration skills. I have numerical ability and I am willing to work my way up to the top.

Preferred occupation Receptionist
Administrative jobs

Front Desk Agent
Administrative jobs

Preferred work location Johannesburg
Gauteng

West Rand
Gauteng

East Rand
Gauteng

Contacts and general information about me

Day of birth 1992-03-21 (32 years old)

Gender Female

Residential location Johannesburg
Gauteng

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 2016.10 iki 2020.02**
 Company name Netcare waterfallcity hospital
 You were working at: Front Desk Agent
 Occupation Reception and Patient Administrator
 What you did at this job position? Receptionist and admin duties

Education

Educational period **nuo 2011.02 iki 2015.06**
 Degree Degree
 Educational institution Midrand Graduate Institute
 Educational qualification Business administration
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
isiZulu	fluent	fluent	good
Sepedi	fluent	fluent	good
Tshivenda	fluent	fluent	fluent
Setswana	fluent	fluent	basic

Computer knowledge

I have excellent knowledge of computer software packages word, excel, power point, outlook, Sap, sage pastel accounting and internet browsing

Additional information

Your hobbies I enjoy going out with family and friend , watching tv and cooking
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2018-04-00 (6 years)
 Salary you wish From 10000 R per month