



# Maaphurane Mahlo

Curriculum Vitae (CV)

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

Receptionist position/General worker

I am looking for receptionist position because I have level 4 of office administration and I have the ability to work independently.i am a hard worker persistent and discipline.

I have experience working as patient administration.The opportunity presented by your institution is always interesting.would you here any information don't hesitate to call me.thank you very much

Yours faithfully

Maaphurane

grannycom83@gmail.com

0796158088

Preferred occupation Administrators  
Administrative jobs

Preferred work location Phalaborwa  
Limpopo

## Contacts and general information about me

Day of birth 1989-05-13 (35 years old)  
Gender Female  
Residential location Phalaborwa  
Limpopo  
Telephone number *Information is available only for registered users.*  
[Sign in](#)  
Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2018.05 iki 2019.10**  
Company name Sekororo hospital  
You were working at: Receptionists  
Occupation Department of health  
What you did at this job position? Receiving of incoming and outgoing calls,photocopying,  
capturing of patients files

## Education

Educational period	<b>nuo 2014.01 iki 2017.12</b>
Degree	Certificate
Educational institution	Mopani South East Tvet College
Educational qualification	Level 4 Office Administration
I could work	Under a lot of pressure and as soon as possible

### Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent		fluent
English	very good	very good	fluent

### Computer knowledge

Computer skills such as  
 Word  
 Excell  
 Powerpoint  
 Internet  
 Pastel

### Conferences, seminars

Shai E  
 Human resources  
  
 Department  
 Sekororo hospital

Contact: 015 383 9400

### Recommendations

Contact person	Lejeku LM
Occupation	General worker
Company	Cashbuild
Telephone number	0711244995
Email address	grannycom83@gmail.com

### Additional information

Your hobbies  
 Football  
 Reading  
 Netball  
 Watching tv

Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	NONE R per month