



Diane Bartie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Ability to quickly file alphabetically and numerically.
 Can use Microsoft Office Outlook, Word and Excel confidently.
 Ability to use spreadsheet and email applications.
 Aware of the rules and regulations relating to medical documentation

Preferred occupation: Receptionist
 Time Management: Dealing with difficult customers. Administrative jobs
 Secretarial: Communicating Effectively. Admin and facilities assistant
 Advance training in Customer Delight. Administrative jobs
 Giving Outstanding customer service. Northern Suburbs
 Preferred work location: Western Cape
 Taking information effectively every time.

Customer Physiology.
Contacts and general information about me

Day of birth: 1978-02-09 (46 years old)
 To be assertive and accurate in the performance of tasks.
 Gender: Male
 Residential location: Cape Town
 How to use various office tools, methods, procedures and/or equipment associated with the job: Western Cape
 Telephone number: Information is available only for registered users.
[Sign in](#)
 Email address: Information is available only for registered users.
 Understanding of the employer's business and the needs of those who will use the end product of the work: [Sign in](#)

Additional information

Salary you wish: 15000 R per month
 Creating a professional impression for all visitors and clients whether on the telephone whether by email, internet, in person or social media (if applicable). 15000 R per month

To be well presented and friendly at all times and enhance the company's professional image.

To take and show initiative.

Solid knowledge of the MedEDI program. Loading patients doing bookings and account statement an invoice and submitting ICD10 codes for medical aid claims.

Aware of the rules and regulations relating to medical documentation.

Ability to prioritise and organise a heavy workload.

General knowledge of office procedures and policies.

Extensive knowledge of medical terminology.