



Phikolomzi Myataza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard-working, ambitious, self-motivated, and enthusiastic individual with a great passion for administration. I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I always strive to achieve the highest standards individually or within a team to perform any given task.

Preferred occupation	Data capturers Administrative jobs
	Administrators Administrative jobs
	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1992-10-25 (32 years old)
Gender	Male
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 2020.06 iki 2023.08
Company name	ENT Private Practice
You were working at:	Doctors
Occupation	Administration
What you did at this job position?	Billing and credit control.Liaison of information between referring doctors and Practice. Responsible for recording, organizing, capturing and retrieving correspondence and data. Booking appointments for patients to see the doctor.and other duties assigned.

Working period **nuo 2019.01 iki 2019.04**
 Company name D.R.C J.S.S
 You were working at: Government jobs
 Occupation School Assistant
 What you did at this job position? Provide assistance to school teachers in maintaining educational records of all students.School administration.Schedule and organize meetings between teachers, parents, and school principal.

Education

Educational period **nuo 2014.02 iki 2018.10**
 Degree Degree
 Educational institution University of Johannesburg
 Educational qualification BA in Public Management and Governance
 I could work I could work as an administrator or receptionist and sure case my reporting and administrative skills. I can also use Microsoft Office, among other skills I have acquired over the years. .

Educational period **nuo 2012.01 iki 2012.11**
 Degree Grade 12 / Matric
 Educational institution CLYDESDALE S.S.S
 Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

Proficiency in Microsoft Office

Recommendations

Contact person Prof C.L Myataza
 Occupation Manager
 Company ENT Private Practice
 Telephone number 082 779 5767

Contact person MR T.Radebe
 Occupation Principal
 Company D.R.C J.S.S
 Telephone number 082 546 7214

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-09-00 (2 years)
Salary you wish	10 000 R per month
How much do you earn now	Unemployed R per month