



Dorcas Raseroka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Medical receptionist

I am goal driven woman, I like being challenged and always eager to learn new things. I am fast learner and a very helpful person. Give me a task and I will Ace it.

Preferred occupation Medical receptionist
Medicine, healthcare, nursing jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1987-10-03 (36 years old)

Gender Female

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2020.10 iki dabar**

Company name Novaphi health service (Dr J. N. Sikhosana)

You were working at: Medical receptionist

Occupation Medical receptionist

What you did at this job position? Opening files for Patients, dispensing, claims, attending to patient's queries, making sure the front desk is clean and neat.

Working period **nuo 2018.05 iki 2020.08**

Company name Quick fuel filling station

You were working at: Cashiers

Occupation Cashier /petrol attendant

What you did at this job position? Helping customers with pouring petrol, doing daily cash ups, giving customers receipts.

Education

Educational period	nuo 2004.12 iki dabar
Degree	Grade 12 / Matric
Educational institution	Phelindaba high school
Educational qualification	Grade 12

Languages

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

Computer knowledge

Yes, I have knowledge with computers. Excel, word.

Conferences, seminars

N/A

Recommendations

Contact person	Mr Mutasa
Occupation	Manager
Company	Quick fuel filling station
Telephone number	012 321 5051
Email address	quickfuel1@gmail.com

Additional information

Your hobbies	Aerobics Running
Driver licenses	None
Salary you wish	13000 R per month
How much do you earn now	9650 R per month