



# 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 (37 years old)

Gender    Female

Residential location                              Pretoria / Tshwane  
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 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        | <b>nuo 2004.12 iki dabar</b> |
| Degree                    | Grade 12 / Matric            |
| Educational institution   | Phelindaba high school       |
| Educational qualification | Grade 12                     |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| 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<br>Running |
| Driver licenses          | None                |
| Salary you wish          | 13000 R per month   |
| How much do you earn now | 9650 R per month    |