



Wendy Thoko Mdluli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist

I am a very organized person who likes to provide administrative support to one or more Doctors, Consultants etc and I am looking to continue this career path. I enjoy the medical world and the terminology that Doctors and medical staff use and I find it a challenge to continue my learning in this area. I am very self-motivated and ensure that I achieve 100% accuracy for myself and the person who I work for. I am an enthusiastic and flexible worker who works exceptionally hard and is dedicated to my work. I have a patient nature and am able to communicate effectively with all kinds of people and on a daily basis have been used to dealing with patients, medical workers and general public. I remain calm and professional at all times.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

Contacts and general information about me

Gender	Female
Residential location	Mankweng Limpopo
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 2022.03 iki 2023.12
Company name	Mankweng hospital
You were working at:	Medical receptionist
Occupation	Administrative
What you did at this job position?	I was managing radiology department

Education

Educational period	nuo 2020.01 iki 2021.12
Degree	Diploma
Educational institution	Pentagon college
Educational qualification	Medical secretary
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Additional information

Salary you wish	R10000 R per month
How much do you earn now	N/A R per month