

## Nokwazi Adelaide Dludla

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking forward Receptionist/Administration/ optometrist assistant and general worker I have 4 years working experience in this field

am an accountable, innovative, reliable and honest person .I am a team player who is dedicated and committed to achieving great results and meeting Strict deadlines. As I am a goal orientated person ,I am willing to explore the work avenues that will give me the necessary and required work experience , together with my previously acquired knowledge to make a positive impact on the organization's for which I work with.

Preferred occupation

Front Desk Agent Administrative jobs

Preferred work location

**Durban City** KwaZulu-Natal

Johannesburg Gauteng

Contacts and general information about me		
Day of birth	1991-03-29 (33 years old)	
Gender	Female	
Residential location	Durban City KwaZulu-Natal	
Telephone number	Information is available only for registered users. <mark>Sign in</mark>	
Email address	Information is available only for registered users. <mark>Sign in</mark>	
Work experience		

Working period	nuo 2016.08 iki 2021.05
Company name	L.r ngomane optometrist
You were working at:	Medical receptionist
Occupation	Receptionist/optiometrist assistant/Administration
What you did at this job position?	Recording files •Help patients to choose frames •Answering phoned and taking messages •Booking appointments •File capturing •Medical aid patients claim check •Order spectacles •Sorting invoice •Informing patients about frame warrantees •Packing and received orders •Follow up on eye-examined •Making sure all incoming orders are correct •Money collecting and records keeping •Do follow ups on delayed orders •Debit order transactions •Sending sms and following up sms •Opening files for patient •Ordering patients frame online •proficient in ms word, Excel , PowerPoint, and, outlook and access and typing •accounts and billing •stock management

Education	
Euucation	

Educational period	nuo 2009.01 iki 2	2009.12		
Degree	Grade 12 / Matric	Grade 12 / Matric		
Educational institution	Estcourt senior secondary			
Educational qualification	Grade 12			
I could work	Anywhere			
Educational period	nuo 2013.08 iki 2	2014.04		
Degree	Certificate	Certificate		
Educational institution	Nosa			
Educational qualification	Health and safety r	Health and safety representative		
I could work	Anywhere			
Educational period	nuo 2023.12 iki 2	2023.12		
Degree	Certificate	Certificate		
Educational institution	Oxford home base	Oxford home base		
Educational qualification	Office administrate	Office administrator		
I could work	Every where	Every where		
Languages		the description of the set		
Language	Speaking level	Understanding level	Writing level	
English	fluent	fluent	fluent	
isiZulu	fluent	fluent	fluent	

fluent

fluent

fluent

## Computer knowledge

SiSwati

Jobin.co.za

Data base management Communication tools Presentation software Digital marketing Computer program Ms word, Excel, PowerPoint, outlook ,emails

## Account and skill Conferences, seminars

Only in oneday in agriculture

Recommendations	
Contact person	Londiwe ngomane optometrist
Occupation	Optometrist
Company	Ngomane optometrist
Telephone number	0363526432
Email address	londi@medis.co.za
Contact person	Nombulelo Precious Hlongwane
Occupation	Manager
Company	Dludlasangweni
Telephone number	0672150925
Email address	nombuleloprecioshlongwane@gmail.com
Additional information	
Your hobbies	Cooking Writing Reading Acting
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-08-00 (6 years)
Salary you wish	5000 R per month
How much do you earn now	4850 R per month