

Working period **nuo 2016.08 iki 2021.05**

Company name L.r ngomane optometrist

You were working at: Medical receptionist

Occupation Receptionist/optiometrlist 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

Educational period **nuo 2009.01 iki 2009.12**

Degree Grade 12 / Matric

Educational institution Estcourt senior secondary

Educational qualification Grade 12

I could work Anywhere

Educational period **nuo 2013.08 iki 2014.04**

Degree Certificate

Educational institution Nosa

Educational qualification Health and safety representative

I could work Anywhere

Educational period **nuo 2023.12 iki 2023.12**

Degree Certificate

Educational institution Oxford home base

Educational qualification Office administrator

I could work Every where

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
SiSwati	fluent	fluent	fluent

Computer knowledge

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