



# Nokwazi Adelaide Dlodla

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.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

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