



Komaladevi Moodley

Curriculum Vitae (CV)

What job i'm looking for? My positive points

and experiences align with your needs in more detail.

Sincerely,

Komaladevi Moodley

Preferred occupation **Medical receptionist**
 To whom it may concern, Medicine, healthcare, nursing jobs

I trust this correspondence finds you well. **Receptionist**
Administrative jobs

Preferred work location **Northern Suburbs**
Western Cape
 I am writing to express my keen interest in the medical receptionist vacancy within your

organization. Possessing a strong proficiency and a rapid learning aptitude, I am confident in my ability to contribute to the efficiency of your office operations.

Cape Town
Western Cape
Cape Winelands
Western Cape

My professional background includes extensive experience in office and medical administration, spanning 27 years. Throughout my career, I have honed my skills in telephone etiquette, client liaison, and effective communication—both written and verbal. Recognized for being highly organized, efficient, and detail-oriented, I am poised to bring a wealth of experience to your team.

Contacts and general information about me

In my previous roles, I have emphasized the importance of productivity, teamwork, and fostering positive relationships with clients and guests. My commitment to delivering exceptional customer service, both internally and externally, has been consistently demonstrated. Moreover, I am well-versed in working with various medical packages and excel in securing authorizations and verifying

Day of birth **1969-08-26 (55 years old)**
 Gender **Female**
 Residential location **North Suburbs**
Western Cape

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

Email address *Information is available only for registered users.*
 The breadth of my 27 years in office administration has equipped me with a diverse skill set,
[Sign in](#)

Additional information

levels. I am adept at managing tasks under pressure while ensuring the delivery of expected results.

Salary you wish **18000-20000 R per month**
 How much do you earn now **18000 R per month**

I am confident that my qualifications and extensive experience align with the requirements of your practice. I am eager to contribute to the continued success of your team and further my professional growth within your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills