



Busisiwe Priscilla Mavundla

Curriculum Vitae (CV)

What job i'm looking for? My positive points

performing maintenance of Laboratory equipment to ensure good working order and last but not least I also gained experience to be responsible for own and new staff training and records to ensure continuous development.

Preferred occupation
 I am looking for the following jobs : **Medical Receptionist**, **Data capture**, **Laboratory Admin**, **Front Desk Clerk** as well as **Pharmacy Assistant Learnership**
Medicine, healthcare, nursing jobs

Preferred work location
 I am a passionate, optimistic & dedicated individual who takes up responsibilities with utmost enthusiasm and see to it that I complete my tasks and assignments in time. I have a great amount of perseverance to achieve my goals. My optimistic and planned approach in things I do is what is driving me towards my success. My commitment to the ultimate goal is what I prioritize the most.

My studies in Medical Biosciences have exposed me to a number of tasks that have equipped me with skills. Most of the skills that I have learned in this field were developed in a laboratory through the practical sessions that I engaged in. The skills range was using different microscopes, culturing and sub-culturing of micro- organisms for classification and identification as well. Through assignments I have gained knowledge on writing reports and I have also learned research skills. The time spent in University played a significant part in my professionalism among peers and mentors. I have learned how to be multiculturally sensitive when dealing with different races or religions.

Contacts and general information about me

I have gained work experience in Customer Services both face to face and telephonically. I worked as Laboratory administrator in Lancel laboratory Bloemfontein and I have acquired a great deal of customer service skills and experience as well as administration experience. I also acquired the ability to engage with patients and making sure that their information is treated or stays private

Day of birth 1990-10-15 (33 years old)
Gender Female
Residential location Bethlehem
Free State

Telephone number In addition I gained experience in capturing patient information and medical aid details from Dr's report forms to ensure correct processing, capturing data accurately and timeously to ensure quality outputs

Email address assisting on switchboard to ensure effective operations, for accurate logging of patient registration form onto computerized data base system according to SOP's used for reports, medical aid or patient payment, checking of registration forms on computer according to SOP for dependable and accurate patient results, handling administrative queries and customer complaints to ensure timely resolution of queries and responses to complaints, management of the reception area and give out relevant information and direct clients to relevant departments while offering excellent customer service, receiving cash from patients and ensures banking of monies in accordance with relevant standard operating procedures, reporting incidents, logs customer complaints and problem solution, reads documents and actions tasks on the laboratory information management system in compliance with relevant organisational policy,

Work experience

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Medical Receptionist

Medical Receptionist, **Data capture**, **Laboratory Admin**, **Front Desk Clerk**

Pharmacy Assistant Learnership

Front Desk Agent

Administrative jobs

Data capture

Data capture

Administrative jobs

Bethlehem

Free State

Bethlehem

Free State

Reitz

Free State

Phuthaditjhaba

Free State

Phuthaditjhaba

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Working period **nuo 2020.07 iki 2020.12**

Company name Lancet Bloemfontein

You were working at: Administrators

Occupation Laboratory Administrator

What you did at this job position? Capture patient information and medical aid details from Dr's report forms to ensure correct processing • Responsible for capturing data accurately and timeously to ensure quality outputs. • Order stationery to ensure ample resources available for effective service delivery. • Assist on switchboard to ensure effective operations. • Responsible for accurate logging of patient registration form onto computerized data base system according to SOP's used for reports, medical aid or patient payment • Checking of registration forms on computer according to SOP for dependable and accurate patient results • Ensures dispatching of specimens for processing in accordance with prescribed standard operating procedures and monitors progress and filing of reports, including handling queries and report delivery, in line with prescribed turnaround time. • Performs hospital rounds to distribute reports and collect submitted samples for processing in accordance with relevant standard operating procedures. • Handles and

Working period **nuo 2022.05 iki 2022.08**

Company name Thabo-Thokoza High School

You were working at: Teachers

Occupation Educator Assistant

What you did at this job position? • I did lessons for learners, was helping them with Afrikaans second additional language. • Helped to assist the learners with difficulties such as understanding the work provided in class. • Marking of Tests, examinations, assignments and tasks of learners. • Filled in the marks for reports of learners.

Working period **nuo 2023.05 iki 2023.08**

Company name Rehopotswe High School

You were working at: Teachers

Occupation Educator Assistant

What you did at this job position? • I was assisting the Educator in identifying learners who do not understand the tasks and also helping those learners to understand the tasks. • I was assisting the Educator in marking the scripts and books. Also I did the class register in the morning, and helped with keeping order in the classes during lessons. • I offered lessons when the teacher is absent. • I was also a reading champion, helping learners to read well and with understanding. • Marking of tests, examinations, assignments and tasks of learners. • Filled in the marks for reports of learners.

Education

Educational period	nuo 2012.02 iki 2017.12
Degree	Degree
Educational institution	University Of the Western Cape
Educational qualification	Bsc Medical Bioscience
I could work	Laboratory, Hospitals, Medical researcher, Medical Rep, Pharmaceutical companies

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sesotho	fluent	fluent	fluent
isiZulu	good	good	basic
isiXhosa	good	good	basic

Computer knowledge

I experienced basic computer skills in High school, from a subject called CAT which is Computer Application Technology. And the basics i learned where in these programs:

Some common computer skills include:

- Analytics
- Social media
- Graphic design
- Microsoft Office
- Spreadsheets
- Email communication
- Marketing automation
- Data visualization

I then gained even more knowledge in tertiary in a module called Introduction to science on my first year.

Recommendations

Contact person	Mrs Elzette Van Nieker
Occupation	Lab Manager
Company	Lancet
Telephone number	071 675 5220
Contact person	Sister Marisa
Occupation	Managing Sister of swab aids
Company	Lancet
Telephone number	082 551 8485

Contact person	Mr K Kgotso
Occupation	Educator Mentor [Acting Principal]
Company	Thabo-Thokoza High School
Telephone number	083 641 3229

Contact person	Mrs M. Mlangeni
Occupation	Educator Mentor
Company	Rehopotswe Primary School
Telephone number	078 101 5057

Additional information

Your hobbies	Reading and Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2011-11-00 (12 years)
Salary you wish	10000 R per month
How much do you earn now	4500 R per month