



Algervin Segelaar

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Microsoft Word 2003, 2007, 2010

Excel, PowerPoint 2010(Basics)

The use of internet

EDUCATIONAL DETAILS

Schools attended : Hawston Secondary School

High Grade Passed : 12

Year Obtained : 2016

Subjects Passed : Afrikaans, English, Mathematics Literature, Life Orientation, History, Tourism, Geography

TRAINING

2018 Chrysalis Academy – 3 – month Youth Empowerment Program

The Chrysalis Academy is a youth development organization that empowers young people to take responsibility to their personal growth. The academy provides the necessary life skills and tools to become self-confident, economically productive and positive role models within their communities.

The program consists of the following phases:

- Orientation Phase: A 3-week foundation phase which covers Personal Development: Anger and Conflict Management: Interpersonal Relationships: Health and Wellness: Substance Education: Problem Solving; Leadership: Goal setting and Career Guidance Sexuality and HIV/AIDS: Fire and Life Safety
- Outdoor Phase: This phase involves the application of lessons learned during Orientation in an intensive 2-week physical phase which includes hiking, abseiling and rock climbing to develop teamwork and discover their strengths and weaknesses as well as applying conflict management and problem-solving skills. It includes a 24-hour Solo
- Skills phase – A 4-week skills training Phase in Public Safety which includes:
- PSRA Grades D & E
- Community Phase – This phase involves voluntary work and community outreach projects. It focuses on further career, education and training opportunities, entrepreneurship and volunteer work

INDUSTRY : Hermanus Provincial Hospital

DURATION : Currently Employed

POSITION HELD : Porter

I PERFORMED THE FOLLOWING DUTIES:

Provide effective porter Service

- Transporting or moving of patients in the Hospital with beds, trolleys and wheelchairs. It can be from x-rays to casualty or from theatre to the wards, or assisting the EMS personnel to transport patients to relevant areas within the hospital
- Providing assistance to patients, staff or visitors
- Assist staff personnel with moving patients from and onto beds or wheelchair
- Give directions or accompany visitors to relevant destinations within the hospital
- Demonstrate or verbalize knowledge regarding the correct seating and positioning

Attend to equipment and resources effectively and efficiently

- Ensure effective usage of equipment and stock by demonstrating respect for the hospital property
- Report malfunctioning and faulty equipment
- Cleaning and maintaining of wheelchairs by using the resources appropriately with discretion
- Do equipment count of beds and trolleys monthly and report any difference of equipment output with the last month's
- Raising and housing of the flag

Effective and efficient messenger service

- Record, collect and deliver Lab samples
- Attend to the distribution and collection of mail throughout the hospital
- Doing messenger tasks
- Collect and distribute medical documentation, post and files
- Attending to updating of notice boards with memo's, posters, and information paraphernalia

Deliver and effective and efficient support service

Provide support to the supervisor, colleagues, and visitors by

- Assist with opening and closing of pharmacy shutters, give support with moving of boxes in pharmacy
- Ensure that medical oxygen bottles are replaced when empty between 07H00 till 18H00 Monday to Sunday

Aid and assist where needed on request

Work shifts

Ensure leave is managed according to the leave plan policy

Plan leave at the beginning of the year

Ensure that 10 consecutive days leave is taken in the current years leave and the least possible days are carried over to the new cycle

Assist where required in the absence of colleagues

I ASSISTED WITH THE FOLLOWING DUTIES :

Switchboard

Health Associated Sciences and Support Personnel

To operate the switchboard and is responsible to answer incoming calls, recalls and the required staff. To make cell phone calls and keep records of calls Make announcements over the Public Address System

Answering incoming calls and outgoing calls

Answer incoming calls and redirect them with minimal error to the relevant department. Make only official outgoing calls to relevant destination and keep record of it.

Handle internal calls

Answer internal calls from staff and supply the correct information to that staff. Help the staff with queries and related topics.

Answer recalls promptly

Answer recalls promptly enquire if the caller would like to hold on or call the extension directly once available. Supply the correct information to phone direct

To keep the operator's directory up to date.

Add new extensions to operator's directory. Add the staff's information to the extension he/she is using. Remove unused extensions and staff that have left from the operator's directory.

Telephone maintenance

Report faulty extensions to supervisor and Service provider

Public Address System

Make announcements over the Public Address System

Obtain correct information to be announced. Announce information requested clearly and repeat message.

Managing patients and visitors in Reception Area

Direct patients and visitors to correct department in facility. Monitor the patient flow in reception

area and report to Supervisor

Control copy and fax machines

Making official copies on Photostat machine as per requests Report monthly usage to Service provider Report any problems to Service provider Order toner for machine Sending faxes and ensures all faxes received are forwarded to recipients.

Support colleagues and Supervisor Provide clerical and administrative support to the supervisor.

Assist colleagues and supervisor in Admissions when requested

Effectively rendered patient administration support service Effective communication

Monitor good telephone etiquette, Handle messages and enquiries correctly, respect patient's confidentiality at all times with complaints received.

Proof of Attended in service training as indicated on training program

Correct patient details in the electronic patient administration system and in patient folders

Record of opening of system and physical folders for new patient's

Ready visible downtime folders for patients in advance

Draw list of admitted patients to wards and capture attendance for out-patient's and service group visits

Proof of printed admission/ attendance forms and ask patients to sign the forms, ensure that all admissions / attendances are done

Administrative functions to support the line function in the department

Patient folders available when patient arrives for their attendance

Provide a sign in register for access of unauthorized people to the medical records department

Print and keep pulling list and pull folders for pre-booked clinic patients

Record keeping of outgoing patient folders to the various departments as requested via the electronic system or telephonically and ensure the correct distributions of patient folders to the departments

Collect and file folders including after normal office hours and over weekends

Driver SR 1 (Light Duty vehicle) 08 EB

Transport of goods, post, personnel and patients

Prompt & correct collection and delivery

Transportation of blood when necessary

Obtain receipts for delivered items

- Must be alert and sober in traffic. Ensure that traffic rules are always adhered to.
- Safe driving practice
- Ensure that the safety of passengers receive priority.
- Prompt and safe transport of patients and personnel
- Both the safety of the driver and passengers are important when transporting patients takes place

Maintenance of prescribed logbooks, trip authorities and documentation

Maintain trip authorities, logbooks, keys, petrol cards and other prescribed documentation correctly and safely

- Control and inspection of vehicles must be done daily. Condition of vehicles must be reported to supervisor daily. Any damages, accidents or losses must be reported and recorded.
- Safeguard against theft loss and breakages
- Ensure that forms are correctly completed, and vehicles are allocated.

Inspection, storage, maintenance and safe handling of vehicles

Routine maintenance daily Road worthy check daily Safe driving practice Report damages/faults and non-road worthy situations to CAC. Safe storage of vehicles and equipment

- Goods for repairs must be handled according to the procedures stipulated in the policies. Refuelling must be recorded according to procedures. The fuel slips must be handed to the supervisor for recordkeeping and control purposes.

Cleaning of vehicles and transport office. Perform administrative duties

- Clean and maintain vehicles regularly.
- Work overtime when required.
- Perform administrative duties when required or necessary.
- Clean and keep office in a neat and tidy state.

INDUSTRY : HAWSTON CLINIC

DURATION : 01/04/2018-31/03/2019

POSITION HELD : ADMINISTRATIVE CLERK

I PERFORMED THE FOLLOWING DUTIES:

Reception (Help desk) – intern

Period of employment: 12 months

Effectively rendered patient administration support service Effective communication

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Proof of Attended in service training as indicated on training program

Correct patient details in the electronic patient administration system and in patient folders

Record of opening of system and physical folders for new patient's

Ready visible downtime folders for patients in advance

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Administrative functions to support the line function in the department

Patient folders available when patient arrives for their attendance

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Collect and file folders including after normal office hours

KNOWLEDGE AND SKILLS

Written and communication skills:

I always convey information clearly and concisely either verbally or in writing to ensure that the intended component members understand the information and the message.

I listen and respond appropriately to others.

Present information effectively in a manner suited to the characteristics and needs of the staff members.

Manages communication and correspondence at all professional levels with ease.

Disseminate information on behalf of the component head on changes in policies, procedures, and protocols pertaining to relevant portfolio.

Prepare, organize and review written reports and minutes of component meetings according to documentation standards and requirements.

Completed training in Microsoft Word 2003, 2007, 2010, Microsoft Word, Excel, PowerPoint 2010(Basics), Audiotyping, MS Access, The use of internet

Service Delivery and Client Orientation

In my previously position as Intern: Administration Clerk, I'm constantly seeking new ideas of delivering services that contribute to the improvement of the components smooth running and processes.

I always conduct myself in a professional way and treat all district staff and external clients with courtesy, respect and interest in meeting their needs.

I always respond to enquiries and complains timeously and with utmost sensitivity.

I communicate information confidently and respectfully across all cultural boundaries and professional levels.

Over the years in my career, I established good contacts and relationships with interdepartmental agencies, Service Providers as well with the broader education community.

Sound Knowledge of Batho Pele Principles and how to implement in daily life.

Integrity and Honesty:

I always display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Public Service.

I conduct myself in accordance with the organizational code of conduct.

I always admit my own mistakes and weaknesses and seek help from my supervisor and others where I am unable to deliver.

I honour the confidentiality of matters and do not use it for personal gain or the gain of others.

Ability to accept accountability and responsibility and to work independently and unsupervised.

Planning and organizing skills:

I have good operational planning skills which I have developed in conjunction with my supervisor and other district officials.

In my capacity as Intern: Administrative Clerk, it was expected of me to plan for component meetings, workshops, preparation of attendance registers, evaluation forms for workshops, hand-outs, and follow up with schools on the registration of educators attending workshops.

I also created different file folders electronically pertaining to all electronic data received from schools, district components, head office, staff data, educator needs, performance management scores, circulars etc.

□ My positive disposition towards my work is evident in my ability to manage, plan and support and I work effectively under pressure even at times far beyond the normal office hours.

□ Effective record keeping benefits all medical practices. It improves the efficient day to day operation of your practice, helps record and maintain your patient information and enables transparent reporting. Other benefits related to effective record keeping: Planning, Consistency, Communication, Training, allocate appropriate resources, Modify, Embrace technology, Delegation, Responsibility, Review.

PERSONAL ATTRIBUTES:

I am a goal orientated, versatile, intelligent person who believes in my duty towards others. I am a hard worker, loyal, responsible and reliable. I am a team worker as well an individual who can handle pressure, high volume work, and when a challenge comes, I always set a goal for myself. I am always willing to learn more, willing to travel and to work overtime. I am very punctual.

REFERENCE

Name of organization : Hermanus Provincial Hospital

Name of reference : Tyrone De Wet

Title : Operational Manager (Supervisor)

Contact number : 028 312 1166

Name of organization : Hermanus Provincial Hospital

Name of reference : Lecasha Williams

Title : Administrative officer

Contact number : 028 312 1166

Name of organization : Hawston Clinic

Name of reference : Angelo Appel

Title : Human Resource Management

Contact number : 028 312 1166

DECLARATION

I, Algervin-Lee Segelaar, hereby declare that the above-mentioned information is correct.

Signature: __Segelaar AL_____

Thank you for affording me the opportunity to apply for the position on offer.

Preferred occupation CURRICULUM VITAE	Administrators Administrative jobs
OF	
ALGERVIN-LEE SEGELAAR	Truck drivers Driver jobs
	Car drivers Driver jobs
Surname : Algervin-Lee	
Preferred work location Name : Segelaar	Polokwane / Pietersburg Limpopo
Date of birth : 15-07-1998	

Contacts and general information about me

Nationality: South African	1998-07-15 (26 years old)
Race: Colored	Male
Disability: No	
Residential location	Polokwane / Pietersburg Limpopo
Postal address : 27 Tulip Street	
Telephone number Mount Pleasant	<i>Information is available only for registered users.</i> Sign in
Email address Hermanus 7200	<i>Information is available only for registered users.</i> Sign in

Physical address : 27 Tulip Street

Additional information

Mount Pleasant	
Salary you wish	8500 R per month
Hermanus	
How much do you earn now	12000 R per month
7200	

Email address : algervin.segelaar@westerncape.gov.za

Cellphone number : 076 852 1702

Work number : 028 312 1166

Alternative number : 061 546 7918

Home Language : Afrikaans

Other Languages : English

Driver's License : Code 10

Criminal Offences : No

Computer Literacy