



Refilwe Promise Masilela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Motivated and enthusiastic individual with experience as a receptionist in a healthcare environment and my excellent communication skills, I am confident in my ability to provide top-notch service to clients.

In my previous role at Unjani Clinic, I welcomed patients and answered calls, ensuring efficient communication and a 25% improvement in patient satisfaction. I also demonstrated adaptability and teamwork by assisting with administrative tasks and maintaining a clean environment. My experience has taught me the importance of empathy, active listening, and effective problem-solving in a fast-paced environment.

Currently pursuing a Bachelor's in Law at the University of South Africa, I am developing strong analytical and critical thinking skills. I am eager to apply these skills in a call center setting, ensuring accurate and informed responses to client inquiries.

Additionally, I possess excellent organizational skills, proficiency in Microsoft Office and Google Calendar, and certification in email management, data entry, and project management through the VA Training program - ALX Africa.

Thank you for considering my application. I look forward to discussing how my skills and experience align with your team's needs.

Preferred occupation

Receptionist
Administrative jobs

Jobs for students
Student jobs

Generals
General jobs

Waiters, waitresses
Restaurant, bar service jobs

Call Centre agent
Administrative jobs

| | |
|-------------------------|---|
| | Personal assistant Administrative jobs |
| | Administrators Administrative jobs |
| Preferred work location | Witbank Mpumalanga |
| | Middelburg Mpumalanga |
| | Johannesburg Gauteng |
| | Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 2003-04-06 (21 years old) |
| Gender | Female |
| Residential location | Kwaggafontein Mpumalanga |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|----------------------|--------------------------------|
| Working period | nuo 2022.01 iki 2023.03 |
| Company name | Unjani Clinic Kwaggafontein |
| You were working at: | Medical receptionist |
| Occupation | Receptionist |

Languages

| Language | Speaking level | Understanding level | Writing level |
|------------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| isiNdebele | fluent | very good | very good |

Additional information

| | |
|---------------------|-------------------------------------|
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2022-11-00 (2 years) |
| Salary you wish | 12000 R per month |