



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2022.01 iki 2023.03</b>
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