



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