



Kgabo Phineas Makgoka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Strategy ideas

Confidentiality of data

Ability, Knoweldge , Skill, qualification, 8-10 years experience in NGO under Wits University Under division Wits RHI

Information Communication Technology Certificate.

Office Management and Technology diploma in complete course.

Call Centre Debts Recovery.

Biometric Co-enrolment prevention systems data coordinators.

Reconcille Recon fo participants petty cash.

Coordinating Clinic Flow.

Receptionist background, experience.

Send Daily, weekly and mothly report.

Reports fax or Photocopied machine faults to supplier and refill papers daily basis.

Chart note documentation of participants information in the binders.

Scheduling paprticipants according their visits.

Certified, Photopied, file and updating information.

Reimbursentment for participants

Scheduling boardroom according to their request.

Preferred occupation

Part time jobs

Part time, weekend jobs

Administrators

Administrative jobs

Contacts and general information about me

Day of birth 1979-03-12 (45 years old)

Gender Male

Residential location Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

You were working at: Builders

Additional information

Salary you wish 10000 R per month

How much do you earn now 13000 R per month