



# Phumeza Boyana

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Hi this is Phumeza Boyana 38 years of age .I am currently residing in Mdantsane in East London.I am currently working as a receptionist at the surgery .I am good at my job because my previous manager where I was working in a warehouse told us we must learn everything in the warehouse so that if one of us is absent we cover for that person.My duties where I am working at the present moment are cleaning the surgery before seeing the patients because I am the only one working here then when I am done cleaning I take patients details then after that I pack medication and when the doctor arrives I help him when consulting the patients.when we are done with a patient I give out medication to the patients and note them down on a register book and do the filing.I confirm funds and making claims in medical aid .I make calls and receiving them.So I do this on a daily basis.

Preferred occupation                      Any job available that relates to my experien  
Other jobs

## Contacts and general information about me

Day of birth                                      1978-03-16 (46 years old)  
Gender    Female  
Residential location                            Any province that offers the job  
Eastern Cape  
Telephone number                              *Information is available only for registered users.*  
[Sign in](#)  
Email address                                    *Information is available only for registered users.*  
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## Work experience

Working period                                    **nuo 2009.09 iki 2016.10**  
Company name                                    Dr Kabaale'surgery  
You were working at:                            Doctors  
Occupation                                        Receptionist  
What you did at this job position?          Clean the surgery before seeing the patients,Taking patients details ,Helping the doctor when consulting,giving out medication to patients,making and receiving calls,cinfirming funds and making claims on medical aid ,noting the patients on a register book,making filing

**Education**

Educational period	<b>nuo 1996.01 iki 1996.12</b>
Degree	Certificate
Educational institution	Nyameko Senior Secondary School
Educational qualification	Matric

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	very good	very good	very good

**Computer knowledge**

Ms word, Excel and Powerpoint

**Recommendations**

Contact person	Bulelwa Mtya
Occupation	Supervisor
Company	Dr Kabaale's Surgery
Telephone number	0762944065

**Additional information**

Your hobbies	Cooking ,Baking ,Social Media and Music
Salary you wish	R8000 and above R per month
How much do you earn now	R5000 R per month