



Boitumelo Patience Galeboe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Self-directed, resourceful and passionate administrative professional looking for a position as an administrator. Using a great attention to detail and office management expertise to support executives and build a loyal client base.

I believe I am the best candidate to work with you because of my experience in a busy optometrist office and my ability to adapt to any situation. I have a passion for success and a goal oriented demeanor that would push me to accomplish my set tasks. Also with my personable bubbly character i can work and communicate well with others to contribute to team effort. In all I can do i would strive to advance the company.

Preferred occupation

Administrators
Administrative jobs

Shop assistants
Retail, store jobs

Secretaries
Administrative jobs

Data capturer
Administrative jobs

PA
Administrative jobs

Clerk
Administrative jobs

Preferred work location

Cape Town
Western Cape

Pretoria / Tshwane
Gauteng

Bloemfontein
Free State

West Coast
Western Cape

Overberg
Western Cape

Johannesburg

Gauteng

Kimberley
Northern Cape

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1990-10-19 (34 years old) |
| Gender | Female |
| Residential location | Bloemfontein Free State |
| 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 2014.11 iki 2015.01 |
| Company name | Mr Price |
| You were working at: | Part time jobs |
| Occupation | Store associate |
| What you did at this job position? | * Assessing customers needs and provide information be it the color or size of the specific clothes * Unpacking of boxes * Merchandising *and cleaning |

| | |
|------------------------------------|---|
| Working period | nuo 2015.02 iki 2017 |
| Company name | Leshabane Eyeworld Optical |
| You were working at: | Doctors |
| Occupation | Administartor |
| What you did at this job position? | *Ensuring high level of patients satisfaction through excellent service *Opening files for new patients and editing files on the database *Filling in numerical order *Answering calls from switchboard and transfer them to the requested doctor's room *Assist patients with medical aids procedures, benefits coverage and eligibility* Assisting patients with frame selection, frame adjustment and pads and screws replacement *Sending claim to the medicals after the patient has consulted with an optometrist *Responding to the needs of the patients efficiently and calmly via telephone in or person *Maintaining schedules of appointments and issued follow up visits *Regularly check and respond to patients emails *Ensuring private patients payments are received and follow up with medical aids payment * Recording of all payments made every day *In charge of petty cash and also, * Account payments and banking |

Education

| | |
|--------|-------------|
| Degree | Certificate |
|--------|-------------|

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | fluent | fluent | fluent |
| isiZulu | good | very good | very good |
| isiXhosa | good | very good | very good |
| Afrikaans | good | very good | very good |
| Sesotho | fluent | fluent | fluent |
| Setswana | fluent | fluent | fluent |

Computer knowledge

- * Microsoft word 2010
- * Microsoft word advanced 2010
- * Microsoft Excel 2010
- * Microsoft Excel advanced 2010
- * Microsoft Powerpoint 2010
- * Microsoft Access 2010
- * Adobe Photoshop 1
- * Adobe Photoshop 2
- * Windows 7
- * Internet
- * Keyboarding

Recommendations

| | |
|------------------|---------------------------|
| Contact person | Mrs Bridget Wessels |
| Occupation | Manager |
| Company | Mr Price |
| Telephone number | (051) 4482891 |
| Contact person | Dr. S. T Leshabane |
| Occupation | Optometrist |
| Company | Leshabane Eyeworl Optical |
| Telephone number | (051) 448 7544/5570/6263 |
| Email address | leshabane@eyeworld.co.za |

Additional information

| | |
|--------------------------|-----------------------|
| Driver licenses | None |
| Salary you wish | 9.500.00- R per month |
| How much do you earn now | 6000.00 R per month |