



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

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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