



# Gift Mahlatji

Curriculum Vitae (CV)

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

The job that I am determined to work is medical receptionist because the knowledge that I have in the medical field of work.

Welcomes and greets all patients and visitors, in person or over the phone

Answers the phone while maintaining a polite, consistent phone manner using proper telephone etiquette

Responsible for keeping the reception area clean and organized

Registers new patients and updates existing patient demographics by collecting detailed patient information including personal and financial information

Facilitates patient flow by notifying the provider of patients' arrival, being aware of delays, and communicating with patients and clinical staff

Responds to inquiries by patients, prospective patients, and visitors in a courteous manner

Keeps medical office supplies adequately stocked by anticipating inventory needs, placing orders, and monitoring office equipment

Protects patient confidentiality, making sure protected health information is secured by not leaving PHI in plain sight and logging off the computer before leaving it unattended

Preferred occupation                      Medical receptionist  
Medicine, healthcare, nursing jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth                                      1994-04-03 (30 years old)

Gender    Male

Residential location                              Pretoria / Tshwane  
Gauteng

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

Email address                                      *Information is available only for registered users.*  
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## Additional information

Salary you wish                                      6000 R per month

How much do you earn now

4500 R per month