

# **Lerato Chachi**

Curriculum Vitae (CV)

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

Im looking for a job as a receptionist my positive points are:

Welcome patients and visitors by greeting them.

Ensures availability of treatment information by filing and retrieving patients records

Maintains patient accounts by obtaining, recording and updating personal information Protects patient's right by maintaining confidentiality of personal information

Helps patients in distress by responding to emergencies

Contributes to team effort by accomplishing related results as needed

Preferred occupation Receptionist

Administrative jobs

Preferred work location Bloemfontein

Free State

Pretoria / Tshwane

Gauteng

## Contacts and general information about me

Day of birth 1993-01-27 (31 years old)

Gender Female

Residential location Bethlehem

Free State

Telephone number Information is available only for registered users.

Sign in

Sign in

#### **Education**

Degree Certificate

Educational institution Maluti tvet college

Educational qualification N6

I could work Reception, admin, secretary

Languages

Language Speaking level Understanding level Writing level

English very good fluent fluent

## **Computer knowledge**

Ms Word

Ms Outlook

Ms Excel

PowerPoint

## Recommendations

Contact person Mr. KC Tlali

Occupation HR Professional

Company IARC-IC

Telephone number 012 427 9999

## **Additional information**

Driver licenses None

Salary you wish R8000 R per month How much do you earn now R3500 R per month