



Rowayda Rawoot

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking a receptionist or administrative position . I am a responsible friendly personality. I have 20 years work experience . I work well without supervision or within a team. Honesty is a character of mine as well being a teetotaler. Given the chance i will endeavour not to disappoint

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Southern Suburbs Western Cape

Contacts and general information about me

Day of birth	1962-01-10 (62 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 1997.08 iki 2017.01
Company name	Specs for Aftica vangste
You were working at:	Medical receptionist
Occupation	Medical receptionist optometry
What you did at this job position?	Receptionist client liasing medical aid queries.take patients details create appointments

Education

Degree	Grade 12 / Matric
Educational institution	Belgravia high school
Educational qualification	Matric
I could work	Asap

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	
Afrikaans	very good		

Computer knowledge

Eminence. Pastel. Certificate in basic computers.email. invoicing. Reports. Financial month end statements and other financial reporys as required by the accountant

Recommendations

Contact person	Mr Siraj Allie
Occupation	Ceo
Company	Specs for Africa
Telephone number	0824527083
Email address	siraj.allie@gmail.com

Additional information

Your hobbies	Cooking baking gardening exercising And being with family
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1983-07-00 (41 years)
Salary you wish	8 to 10k p/m R per month