



# Esethu Precious Ndongana

Curriculum Vitae (CV)

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

I AM HUMBLE PERSON YET AFFIRMATIVE .I AM AMBITIOUS AND CAREER ORIENTATED. TRULY AM LOOKING FORWARD TO JOIN YOUR COMPANY AND AS WELL TO CONTRIBUTE MY SKILLS AND ABILITIES TO YOUR COMPANY BY BEEN A PRODUCTIVE EMPLOYEE.

Preferred occupation	Receptionist Administrative jobs
	Generals General jobs
Preferred work location	Witbank Mpumalanga

## Contacts and general information about me

Day of birth	1988-12-25 (35 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.05 iki 2019.03</b>
Company name	TSHEPISO CLINIC
You were working at:	Receptionist
Occupation	ADMIN
What you did at this job position?	ANSWERING CALLS, FILLING ,PATIENTS DATA CAPTURING REGISTERING NEW PATIENTS AND UPDATING PATIENTS INFORMATION DATA ,HANDLING PATIENTS COMPLAINTS, IDENTIFY AND ESCALATE PRIORITY ISSUES ,FOLLOWING UP ON PATIENTS TREATMENT

Working period **nuo 2011.05 iki 2011.07**  
 Company name BOSTON COLLEGE  
 You were working at: Debtors clerk  
 Occupation DEBT COLLECTOR  
 What you did at this job position? OUTBOUND INBOUND CALLS,RESPONDING TO CUSTOMER INQUIRIES, HANDLING AND RESOLVING CUSTOMER COMPLAINTS PROVIDING SERVICE INFORMATION ESCALATION OF REQUEST WHERE NECESSARY ,DATA CAPTURING

**Education**

Educational period **nuo 2010.01 iki 2010.11**  
 Degree Grade 12 / Matric  
 Educational institution JET NTEO SECONDARY SCHOOL  
 Educational qualification CERTIFICATE

Educational period **nuo 2011.01 iki 2011.11**  
 Degree Certificate  
 Educational institution BOSTON BUSINESS COLLEGE INSTITUTION  
 Educational qualification CONTACT CENTRE SUPPORT CERTIFICATE NQF LEVEL 2

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	basic

**Computer knowledge**

MICROSOFT OFFICE AND WINDOWS

**Recommendations**

Contact person SISTER MOTAUNG  
 Occupation MANGER SISTER IN CHARGER  
 Company TSHEPISO CLINIC  
 Telephone number 016 4518939

Contact person MS MAPULE  
 Occupation SUPERVISOR  
 Company BOSTON COLLEGE  
 Telephone number 0115512095

Contact person	MRS NASHWA
Occupation	CLASS TEACHER
Company	JET NTEO SECONDARY SCHOOL
Telephone number	064 5265088

#### **Additional information**

Your hobbies	READING ,MUSIC ,NETBALL AND TOURING
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	4500 R per month