



Shane Rutland

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job I can do part time from home. I have a computer and internet if required. I have 2 days a week where I can do extra work from home for an extra income. I am efficient, accurate and hard working.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| | Data capturers Administrative jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1990-08-17 (34 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane Gauteng |
| 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 2014.01 iki 2019.10 |
| Company name | Lancet Laboratory |
| You were working at: | Customer care agent |
| Occupation | Client services consultant |
| What you did at this job position? | Attend to all queries timeously and in an efficient manner. Attend to doctors queries. Send results to doctors through various methods. Handle customer complaints. Stock controll and ordering. |

| | |
|------------------------------------|--|
| Working period | nuo 2012.09 iki 2013.12 |
| Company name | Dr Zaheer Ismail |
| You were working at: | Medical receptionist |
| Occupation | Medical receptionist |
| What you did at this job position? | Opening and closing of surgery. Keep surgery neat and tidy. Opening files for patients. Inserting patient data on the med-e-mass system. Claim from medical aids. Handling patients cash consults. Taking appointments. Phoning medical aid, patients and suppliers. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2004.01 iki 2008.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Hoerskool Oos Moot |
| Educational qualification | Matric |
| I could work | Part time during the week |

Languages

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

Computer knowledge

I have basic knowledge working on the computer the whole day. Microsoft Word and basic Microsoft excel.

Recommendations

| | |
|------------------|----------------------------|
| Contact person | Monya Erasmus |
| Occupation | HOD Client services |
| Company | Lancet Laboratory |
| Telephone number | 012 483 0103 |
| Email address | Monya.erasmus@lancet.co.za |

Additional information

| | |
|--------------------------|--|
| Your hobbies | I like anything in the entertainment industry. Watching movies and reading up on all the actors. I like reading books and cooking. Spending time with friends and family in my spare time is also on top of my list. |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2010-11-00 (14 years) |
| Salary you wish | R2000 R per month |
| How much do you earn now | Ro R per month |