



# Lebogang Mhlanga

Curriculum Vitae (CV)

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

Job that can give a chance to explore my talents and give back to community because I am hard worker and I can even work under pressure I can meet deadline and I can remain calm in work place where is pressure im not afraid of challenge. My positive points is never give up in life until you reach your goals and never look down on others.

Preferred occupation

**Administrators**

Administrative jobs

**Receptionist**

Administrative jobs

**Switchboard operator**

Administrative jobs

**Operations Clerk**

Administrative jobs

**Medical receptionist**

Medicine, healthcare, nursing jobs

Preferred work location

**Tzaneen**

Limpopo

**Giyani**

Limpopo

**Nkowankowa**

Limpopo

## Contacts and general information about me

Day of birth

1984-08-30 (40 years old)

Gender

Female

Residential location

Tzaneen

Limpopo

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 2012.03 iki 2020.08**  
 Company name Medi-clinic Tzaneen  
 You were working at: Other jobs  
 Occupation Care worker  
 What you did at this job position? Medical Assistant Administration billing of stock, Theatre Assistant Administration doing of theatre list, Switch board controller, Receptionist administration admitting and discharging of patients.

**Education**

Educational period **nuo 2015.02 iki 2016.09**  
 Degree Certificate  
 Educational institution Avuxeni Computer Academy  
 Educational qualification Office Administration  
 I could work In hospital as Receptionist administration, switch board controller, clerk and Medical Assistant Administration and theatre administration and I can work under pressure and meet deadline

Educational period **nuo 2009.01 iki 2009.10**  
 Degree Certificate  
 Educational institution Shikombiso Nursing School  
 Educational qualification Pre-Nursing  
 I could work Taking care of patients by feeding and bed bathing back and pressure parts massaging

Educational period **nuo 2002.01 iki 2002.12**  
 Degree Grade 12 / Matric  
 Educational institution Mahwahwa High School  
 Educational qualification English HG C, Xitsonga HG C, Geography HG E, Economics SG D and Business Economics E.

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sign	very good	very good	basic
Afrikaans	basic	basic	basic
Sepedi	good	good	basic
Xitsonga	fluent	fluent	fluent

**Computer knowledge**

Very good and my typing skills is very good and I can meet deadline at the end of the day .

### Recommendations

Contact person	Godfrey Hlungwana
Occupation	Assistant
Company	Department of Road and Transport
Telephone number	082 794 5218

### Additional information

Your hobbies	Reading and exercising
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-05-00 (6 years)
Salary you wish	R8000 R per month
How much do you earn now	R7000 R per month