



Nomfundo Mbhele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Managing Office
- Managing Switchboard
- Scheduling Appointments
- Assist on monitoring
- Capturing data tier.net, Validation of Data
- Maintenance of patient's records
- Compiling patient's documents, compile daily, weekly
- Monthly Statistics

Preferred occupation

Data capturers
Administrative jobs

Receptionist
Administrative jobs

Preferred work location

Durban City
KwaZulu-Natal

Midlands
KwaZulu-Natal

Contacts and general information about me

Day of birth 1989-11-26 (34 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2008.04 iki 2016.11**

Company name Department of Health

You were working at: Data capturers

Occupation Data Capturer

What you did at this job position? • Managing Office • Managing Switchboard • Scheduling Appointments • Assist on monitoring • Capturing data tier.net, Validation of Data • Maintenance of patient's records • Compiling patient's documents, compile daily, weekly • Monthly Statistics

Education

Educational period **nuo 2008.11 iki 2008.12**

Degree Certificate

Educational institution University of Pretoria

Educational qualification Data Capturer certificate

I could work Yes

Languages

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

Computer knowledge

Advance

Recommendations

Contact person Mrs Ntuli

Occupation Clerk

Company Fredville Clinic

Telephone number 031 7839002

Additional information

Your hobbies Cooking and d baking

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2012-01-00 (12 years)

Salary you wish R10. 000 R per month

How much do you earn now R16. 000 R per month