



# 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 (35 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.*  
[Sign in](#)

## 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 (13 years)

Salary you wish R10. 000 R per month

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