



Maria Madonsela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin assistant or receptionist. I have enough experience to that, very humble,a team worker, fast learner and a hard worker.

Preferred occupation

Medical receptionist

Medicine, healthcare, nursing jobs

Switchboard operator

Administrative jobs

Receptionist

Administrative jobs

Preferred work location

Ekangala

Mpumalanga

Middelburg

Mpumalanga

Witbank

Mpumalanga

Contacts and general information about me

Day of birth

1975-07-24 (48 years old)

Gender

Female

Residential location

Middelburg

Mpumalanga

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 2016.05 iki 2020

Company name

Safarmex medical logistics

You were working at:

Medical receptionist

Occupation

Supervisor

What you did at this job position?

Make sure that target are reached. Also supervise the work of pre packers, printing clerks and the picker.

Working period **nuo 1996.09 iki 2000.12**
 Company name PSG anchor life
 Occupation Admin assistant
 What you did at this job position? Answering of calls, faxing etc

Education

Educational period **nuo 1988.12 iki 1992.12**
 Degree Grade 12 / Matric
 Educational institution Damelin computer school
 Educational qualification Diploma in computer
 I could work Admin or receptionist even secretarial job

Languages

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

Computer knowledge

Excel, spreadsheet

Recommendations

Contact person Frieda Wassenaar
 Occupation Manager
 Company Safarmex medical logistics
 Telephone number 013 283 9081
 Email address Frieda@safarmex.co.za

Contact person Liezel Taljaard
 Occupation Responsible pharmacist
 Company Safarmex medical logistics
 Telephone number 013 283 9046
 Email address liezel@safarmex.co.za

Additional information

Your hobbies Reading, singing and going to church
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2018-03-00 (6 years)
 Salary you wish Living wage R per month
 How much do you earn now 13 933.21 R per month