



Diabo Sophie Ngoepe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi im looking for anything for Admin work, im working at the medical centr for more than 20yrs opeaning new files for the patient, asking the auth number from the medical aid for the patient to be admitted , collecting the outstanding balance from the patient, answering the telephone and transfer to the correct department , also working at the Clinix Casualty opening the new files for the patient to see the Doctor, working with the WCA patient opening the files checking if all the forms are complete from the employer , so please im asking if i can get a chance inside the Company im the fast leaner and im willing to learn more

Preferred occupation Claims manager
Administrative jobs

Preferred work location Sedibeng
Gauteng

West Rand
Gauteng

Contacts and general information about me

Day of birth 1978-05-03 (47 years old)

Gender Female

Residential location Sedibeng
Gauteng

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

Email address *Information is available only for registered users.*
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Additional information

Salary you wish 9000 R per month

How much do you earn now 6500 R per month