



Zinathi Magaxa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very capable person , i am dedicated to what i do . I am punctual and i manage my time effectively. I am a people's person , i do not mind working with others . I can work my optimum best in order to deliver what is expected of me . I can handle pressure and work overtime .

Preferred occupation	Generals General jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1982-12-16 (41 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2014.02 iki 2014.08
Company name	Mitchell's plain hospital
You were working at:	Other jobs
Occupation	Administration clerk and scanner operator medical records
What you did at this job position?	Filling of documents , Capturing of log 1 on LOGIS , Dealing with queries , Following up on outstanding orders , Capturing of invoice register

Education

Educational period	nuo 2009.01 iki 2013.12
Degree	Certificate
Educational institution	Buffalo city college
Educational qualification	Business management
I could work	As a receptionist , office worker and administration clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	very good

Computer knowledge

Microsoft office
Excel
Powerpiont
Strong internet and emails
Access and database

Recommendations

Contact person	Graham Roux
Occupation	Scanner Center supervisor/ T Coordinator
Company	Mitchell's plain hospital
Telephone number	0213774403
Contact person	Miss A.Y Siwendu
Occupation	Senior Admin Officer Finance
Company	Mitchell's plain hospital Department of Health
Telephone number	0213774356 / 0837562514
Contact person	Vuyo Maganda
Occupation	PWP Project Manager Buffalo city
Company	Buffalo City municipality
Telephone number	0839578123

Additional information

Your hobbies	Reading Cooking Cleaning
Driver licenses	None
Salary you wish	5500 R per month