



# Recondeley Snyman

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Anything really I am a fast learner. Positive points are punctual, perfectionist, eager to do more than required I go the extra mile without being asked, I am helpful and work well under pressure.

Preferred occupation

Data capturers

Administrative jobs

Administrators

Administrative jobs

Medical receptionist

Medicine, healthcare, nursing jobs

Learnership

Other jobs

Preferred work location

East London

Eastern Cape

## Contacts and general information about me

Day of birth

1990-05-30 (35 years old)

Gender

Male

Residential location

East London

Eastern Cape

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 2011.04 iki 2021.01**

Company name

Dr DD Gunase's Surgery

You were working at:

Doctors

Occupation

Medical administrative clerk

What you did at this job position?

Register patients as they come in, attend to their needs, check medical funds, schedule booking, done claim queries, medical accounts, data capturing, filling, faxing, emails, check stock of the surgery, placed orders, etc

## Education

Educational period	<b>nuo 2003.01 iki 2007.12</b>
Degree	Grade 12 / Matric
Educational institution	Greenpoint Senior Secondary School
Educational qualification	Gr 12
I could work	Not applicable

**Languages**

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

**Computer knowledge**

Yes as per certificate

Ms word ,excel, access, operating a PC, PowerPoint,, etc. I like all things creative that can be created with apps and software.

**Conferences, seminars**

None

**Recommendations**

Contact person	Michelle Morrison
Occupation	Administrator
Company	Dr DD Gunase's Surgery
Telephone number	0437333450 or 0437338333
Email address	drgunase1@telkomsa.net

**Additional information**

Your hobbies	Baking, creating invites, organising events, decorating
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-01-00 (14 years)
Salary you wish	7000 R per month
How much do you earn now	4300 R per month