

# Recondeley Snymans

## 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<br>Administrative jobs |
|----------------------|---------------------------------------|

## Administrators

## Medical receptionist

Medicine, healthcare, nursing jobs

## Learnership

### Other jobs

Preferred work location

## **Contacts and general information about me**

Day of birth 1990-05-30 (35 years old)

**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 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**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| 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@telkom.co.za   |

### **Additional information**

|                          |   |
|--------------------------|---|
| Your hobbies             | Baking, creating invites, organising events, decorating |
| Driver licenses          | B Light Vehicle ≤ 3,500kg                               |
| Driver license from      | 2011-01-00 (15 years)                                   |
| Salary you wish          | 7000 R per month  |
| How much do you earn now | 4300 R per month  |