Ayanda Dubula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a medical assistant, or medical receptionist

I'm a hard working lady worked as a medical assistant for 5 years. Work with patients despense and doing administrative duties for the doctor.

Know how to check medical aids. Do ICD10 codes.

Patient File recording.

Sugar and BP check for patients.

Dressing and cleaning wounds.

Preferred occupation	Medical assistant Other jobs
Preferred work location	Grahamstown Eastern Cape

Contacts and general information about me

Day of birth	1978-02-17 (47 years old)
Gender	Female
Residential location	Grahamstown Eastern Cape
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 2016.10 iki 2021.01**
Company name	Dr Zachariahs surgery
You were working at:	Doctors
Occupation	Medical assistant
What you did at this job position?	Despense, file recording, assist in minor prosidures

Working period	**nuo 2009.12 iki 2012.11**
Company name	Department of education
Occupation	Co ordinator
What you did at this job position?	Co ordinator peer education and child friendly school programs

Education

Educational period	**nuo 1999.11 iki 2001.11**
Degree	Certificate
Educational institution	Damelin college
Educational qualification	. Marketing
I could work	As a sales lady

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Know basic computer skills

Ecxell 2000, word 2000 power point emailing, scanning

Recommendations

Contact person	Sibongile Mbili
Occupation	Supervisor
Company	Dr Zachariahs surgery
Telephone number	0841263696
Email address	angie.mbili@gmail.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-08-00 (6 years)
Salary you wish	15000 R per month
How much do you earn now	14000 R per month