



# Motlalepule Tjamela

Curriculum Vitae (CV)

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

I am looking for a job at Emergency medical services as BAC, fire department because I am a trained fire fighter or at a hospital as an admin, I have learned and have an experience at admitting and discharging of patients, billing, procurement and switch board operation. I am a fast learner who can work well with a team or alone, I know about reaching deadlines when it comes to month end.

Preferred occupation	AMBULANCE DRIVER Other jobs
	Filing clerk Administrative jobs
	Data capturers Administrative jobs
	Administrators Administrative jobs
Preferred work location	Ermelo Mpumalanga

## Contacts and general information about me

Day of birth	1981-01-25 (44 years old)
Gender	Female
Residential location	Welkom Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.05 iki 2016.03</b>
Company name	AFRICA HEALTH CARE
You were working at:	Administrators
Occupation	ADMIN ASSISTANT
What you did at this job position?	BUYING, RECEIVING, CONTROLLING AND ISSUING OF STOCK, BILLING AND FILLING

Working period	<b>nuo 2016.03 iki 2021.01</b>
Company name	COMPLETE FACILITIES MANAGEMENT
You were working at:	Administrators
Occupation	ADMIN ASSISTANT
What you did at this job position?	BUYING, RECEIVING, CONTROLLING AND ISSUING STOCK, BILLING, ADMITTING AND DISCHARGING PATIENTS

### Education

Educational period	<b>nuo 2002.01 iki 2002.12</b>
Degree	Certificate
Educational institution	PC TRAINING & BUSINESS COLLEGE
Educational qualification	INFORMATION AND COMMUNICATION TECHNOLOGY
I could work	YES
Educational period	<b>nuo 2012.05 iki 2012.06</b>
Degree	Certificate
Educational institution	IMPACT EMERGENCY TECHNOLOGIES
Educational qualification	CERTIFICATE
I could work	BAC
Educational period	<b>nuo 2013.04 iki 2013.06</b>
Degree	Certificate
Educational institution	MATJHABENG FIRE DEPRTMENT
Educational qualification	CERTIFICATE
I could work	FIRE FIGHTER

### Languages

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

### Computer knowledge

YES, I AM COMPUTER LITERATE AND I KNOW EXCEL, POWER POINT, WORD AND OUTLOOK

### Recommendations

Contact person	MERINDA WILHELM
Occupation	ADMIN
Company	AFRICA HEALTH CARE
Telephone number	057 391 4665
Email address	merinda.wilhelm@stheleahospital.co.za

#### **Additional information**

Your hobbies	LOVE READING FAMILY ORIENTATED TRAVELLING REALITY TELEVISION AND DOCUMENTARIES GOING OUT WITH FRIENDS
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-03-00 (13 years)
Salary you wish	12000 R per month
How much do you earn now	7500 R per month