



Rina Katzke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard worker and reliable person. I always give my best and go that extra mile. I don't have a matric certificate but that has never stop me for showing what I am capable off. I like new challenges in my working career and I have prove myself that I am capable to do more than what is expecting from me. I am not the type of person that can stay at home I need to work that is how I have always been.

| | |
|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| Preferred work location | East Rand Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Gender | Female |
| Residential location | Alberton 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 1989.01 iki 2005.03 |
| Company name | Netcare Group |
| You were working at: | Nurses |
| Occupation | Axillary Nurses/ Ward secretary |
| What you did at this job position? | Nursing duties, Stock control, Checking the files and submitting them to accounts department, answering phones, taking doctor's orders, updating theater bookings, Admitting patients into wards. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 1986.01 iki 1988.12 |
| Degree | Grade 10 |
| Educational institution | JG Strydom |
| Educational qualification | Grade 10 |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | fluent | fluent | very good |
| English | good | good | good |

Computer knowledge

Micro soft office
Words
Excel
Exact
Auto mate
Outlook

Recommendations

| | |
|------------------|-------------------------|
| Contact person | Hanli Oosthuizen |
| Occupation | Dealer Principal |
| Company | Motus Group |
| Telephone number | 0712657693 |
| Contact person | Nicky Soer |
| Occupation | Parts MANAGER |
| Company | MOTUS GROUP |
| Telephone number | 016 421 3800 |
| Email address | nsoer@motusretail.co.za |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Reading, outdoors activities, |
| Driver licenses | EB Articulated Light Vehicle ≤ 3,500kg |
| Driver license from | 1993-05-00 (32 years) |
| Salary you wish | R 12000 R per month |
| How much do you earn now | unemployed R per month |