



Thokozile Luthando Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a South African woman I'D number 8404171061084. I am looking for Administration and Receptionist position. I have an experience of more than 5 years in the medical field as an Administrative and Receptionist desk. I am an early starter, hardworking, creative and adaptive 37 years old woman. fluent in English read and write, always eager to learn and developing in new skills. Here are some of the strengths I can leverage to advance your company: a good attendance reputation at workplace, good planning skills, a strong reputation for driving productivity by leveraging excellent front office management skills, excellent with customer and patients service, excellent with Microsoft Excel, Word, Outlook, PowerPoint, internet and emails.

Thank you for taking time to review my credentials and experience. Looking forward to hearing from you very soon. Please give me a chance and notice me.

Kind regards

Luthando

Preferred occupation

Administrators

Administrative jobs

Medical receptionist

Medicine, healthcare, nursing jobs

General worker or administrator

Construction jobs

Preferred work location

Johannesburg

Gauteng

Durban City

KwaZulu-Natal

Contacts and general information about me

Day of birth

1984-04-17 (40 years old)

Gender

Female

Residential location

Johannesburg

Gauteng

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 2015.03 iki 2019.06 |
| Company name | Kopanong Healthcare Pty Ltd |
| You were working at: | Medical receptionist |
| Occupation | Administrator and receptionist |
| What you did at this job position? | Open practice an hour before, make sure the reception is clean and neat, open the system check emails reply to email if it has to. Reconcile. And start helping patients with opening new file if the patient is for the first time visit, check medical aid funds, claim medical Aid, answering phone calls, apply medication for chronic patient, receiving medication stock filing all files also helping cash patients. |

Education

| | |
|---------------------------|--|
| Educational period | iki 2005.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Mbopha high school |
| Educational qualification | Biological science, Agricultural science, economics English language Afrikaans and Isizulu |
| I could work | I could work very hard to make sure the company is growing and moving to another level. |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| isiZulu | fluent | fluent | fluent |
| English | fluent | fluent | fluent |
| Afrikaans | basic | good | good |
| Setswana | fluent | fluent | fluent |

Computer knowledge

Excellent with Microsoft excel, word, outlook, PowerPoint, internet.

Recommendations

| | |
|------------------|-----------------------------|
| Contact person | Salamina |
| Occupation | Practice manager |
| Company | Kopanong Healthcare Pty Ltd |
| Telephone number | 0633600233 |
| Email address | Salamina.motsosi@gmail.com |

| | |
|------------------|-----------------------------|
| Contact person | Pauline Mofokeng |
| Occupation | Practice nurse |
| Company | Kopanong Healthcare Pty Ltd |
| Telephone number | 0721399084 |

| | |
|------------------|-----------------------------|
| Contact person | Dr Gumede |
| Occupation | Practice Doctor |
| Company | Kopanong Healthcare Pty Ltd |
| Telephone number | 0848325251/0115898039 |
| Email address | Bongzot@yahoo.com |

Additional information

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|--------------------------|--|
| Your hobbies | Read, write pay attention to people who is talking watch comedy and singing. |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2019-06-00 (4 years) |
| Salary you wish | 7000 R per month |
| How much do you earn now | 0.00 R per month |