



Nokugcina Zulu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration clerk/receptionist/P.A

~I'm a hard worker

~I'm organized

~I try my best to be honest

~I enjoy learning new things

~I'm creative and like bringing new ideas

Preferred occupation

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Switchboard operator

Administrative jobs

Preferred work location

Bethlehem

Free State

Bloemfontein

Free State

Phuthaditjhaba

Free State

Senekal

Free State

Sasolburg

Free State

Contacts and general information about me

Day of birth

1993-03-09 (31 years old)

Gender

Female

Residential location

Bethlehem

Free State

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period	nuo 2020.02 iki 2021.07
Company name	Phekolong District Hospital
You were working at:	Administrators
Occupation	Admin Clerk Intern
What you did at this job position?	Filling, capturing patients files on PADS system, achieving old files, receiving and transferring calls, writing minutes and agenda, writing circulars, e-mailing, scanning, faxing.

Education

Educational period	nuo 2016.01 iki 2018.06
Degree	Certificate
Educational institution	BONAMELO Tvet College
Educational qualification	Management Assistant

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	very good	very good	very good
Afrikaans	basic	basic	basic

Computer knowledge

Microsoft Word, exel
 Typing
 Faxing
 Emailing

Recommendations

Contact person	Mr Makhoba
Occupation	Senior Admin Clerk
Company	Phekolong District Hospital
Telephone number	0838831620
Contact person	Mr Mdaka
Company	Phekolong District Hospital
Telephone number	0619746331

Additional information

Your hobbies	Cooking,reading, and playing soccer
Driver licenses	None
Salary you wish	5 000 R per month

How much do you earn now

0.00 R per month