



Pamella Booi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi My name is Pamella Booi im 32 years old looking for admin reception job i've got 4-5 admin experience im a fast learner,team builder,passionate,hard worker i also love working with people i like being challengable

Preferred occupation Receptionist
Administrative jobs

Preferred work location Miners
Mining jobs

Preferred work location Witbank
Mpumalanga

Johannesburg
Gauteng

Rustenburg
North West

Contacts and general information about me

Day of birth 1989-05-22 (36 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.*
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Work experience

Working period **nuo 2011.01 iki 2017.11**

Company name TRASDA community development center

You were working at: Receptionist

Occupation office assistance

What you did at this job position? filling,copying,typing,answering phone,monthly reports,writting minutes,management team,liase with community

Working period **nuo 2018.05 iki 2018.12**
 Company name johannesburg water
 You were working at: Field Agent
 Occupation community facilitator
 What you did at this job position? i.was teaching the community how to save water n report liking pipes

Working period **nuo 2019.01 iki 2021.12**
 Company name Mabatho optical
 You were working at: Medical receptionist
 Occupation reception
 What you did at this job position? opening files for patients,Booking appointments,monthly stock,filling,answering phone,typing,liase with medical aids,welcoming patients

Education

Educational period **nuo 2006.01 iki 2008.12**
 Degree Grade 12 / Matric
 Educational institution jordan secondary school
 Educational qualification matric
 I could work work anywhere

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent

Computer knowledge

word,Excel,power point and internet

Recommendations

Contact person Elzy Moshoadiba
 Occupation secretary
 Company TRASDA community development center
 Telephone number 078 0440620

Contact person	Palesa Mahlangu
Occupation	team leader
Company	johannesburg water
Telephone number	0606717329

Contact person	Bongiwe Tonyela
Occupation	nurse
Company	Boiketlong clinic
Telephone number	0834732491

Additional information

Your hobbies	i like travelling,shopping trying new challenging things,i like helping others
Driver licenses	None
Salary you wish	7000 R per month