



Pamella Boo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi My name is Pamella Boo i'm 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

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 leaking 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