



Wardia Govind

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration work

I have experience of working in the a clinic

Filing of folders

Booking of appointments

Drawing of folders

Preparing paper work for TB & HIV testing

Assiting patients with information

Preferred occupation	Administrators Administrative jobs
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Preferred work location	Southern Suburbs Western Cape
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Contacts and general information about me

Day of birth	1989-08-06 (34 years old)
Gender	Female
Residential location	Western Cape
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 2022.04 iki 2022.06
Company name	EPWP city health
You were working at:	Administrators
Occupation	Admin assistant clerk
What you did at this job position?	Administration

Working period	nuo 2012.05 iki 2019.12
Company name	Tellumat manufacture
You were working at:	Machine operator
Occupation	Testing, operator, packer, mechanical assembler
What you did at this job position?	Test operator

Education

Educational period	nuo 2020.01 iki 2022.11
Degree	Grade 12 / Matric
Educational institution	Southern suburbs youth academy
Educational qualification	Matric certificate
I could work	Administration
Educational period	nuo 2021.02 iki 2021.11
Degree	Certificate
Educational institution	Falsebay college
Educational qualification	N4 Diploma
I could work	Public Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Ms word, Ms Excel, Ms powerpoint

Additional information

Your hobbies	Socialing. Cooking. Baking Outdoors
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-11-00 (5 years)
Salary you wish	10,000 R per month