



Mariska Pienaar

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I would make a great fit to your company. I am a quick learner, very tech savvy and I am always willing to learn more. I would make a great addition to your company.

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Empangeni KwaZulu-Natal

Contacts and general information about me

Day of birth	1997-10-28 (28 years old)
Gender	Male
Residential location	Empangeni KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.01 iki 2017.06
Company name	Dr I Pillay
You were working at:	Doctors
Occupation	Receptionist
What you did at this job position?	Opening the door, greeting patients, answering the phone, phoning medical aid to check benefits, phoning for remittances, opening files, entering patients details on to the system, pulling out files, taking patients to the doctor. making appointments.

Working period **nuo 2017.01 iki 2018.02**
 Company name Little Eden Daycare
 You were working at: Caretaker
 Occupation Child Minder
 What you did at this job position? Greeting parents, handovers, making porridge, feed children, clean nappies, potty train, clean floors, clean dishes, make lunch, make snacks, getting children for pre-school.

Working period **nuo 2018.02 iki 2019.01**
 Company name Big Bites/ Shwarma City
 You were working at: Store person
 Occupation Shop Supervisor
 What you did at this job position? Make sure shop is clean and ready for clients, make sure that food is quality assured, help if running behind orders.

Working period **nuo 2019.04 iki dabar**
 Company name Dr I Pillay
 You were working at: Doctors
 Occupation Accounts Administrator/ Receptionist/ Personal Assistant
 What you did at this job position? Opening the door, greeting patients, answering the phone, phoning medical aid to check benefits, phoning for remittances, opening files, entering patients details on to the system, pulling out files, taking patients to the doctor. making appointments, charging patient accounts, reconcile accounts, general PA duties

Education

Educational period **nuo 2015.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Empangeni High School
 Educational qualification Matric Certificate

Educational period **nuo 2019.01 iki 2019.12**
 Degree Certificate
 Educational institution Oxbridge Academy
 Educational qualification Au Pair & Child Care Pre-School

Educational period **nuo 2021.01 iki 2022.12**
 Degree Certificate
 Educational institution IQ Academy
 Educational qualification Short Course in Business Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Windows
 Microsoft Office:
 Word
 Excel
 Paint
 Powerpoint
 Chrome
 Gmail
 Google
 Medis Elite
 Medis Elite Online
 Health Bridge

Recommendations

Contact person	Hleliwe Bhengu
Occupation	Practice Manager
Company	Dr I Pillay
Telephone number	0357870602
Email address	hleliweb@yahoo.com

Additional information

Your hobbies	Reading Walking computers cooking chess card games
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-10-00 (3 years)
Salary you wish	6500 R per month
How much do you earn now	5000 R per month