



# Siphiwe Bridget Ntsume

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Medical secretary job. I have deploma in it (N4-N6) with no exprience . I love working with people and in the health care centre that is my passion and I have always wanted to work in a hospital/ clinics . I have good communication skills , ability to learn new things and excel. I can read and write , I engage well with people and I can stand seeing all eye shaking situation s. Iam service driven and I take my duties into consideration . Iam an accountable indivitual that is hard working.

Preferred occupation	Generals
	General jobs
Preferred work location	Medical receptionist
	Medicine, healthcare, nursing jobs
	Pretoria / Tshwane
	Gauteng
	Johannesburg
	Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.08 iki 2019.02</b>
Company name	Clientele
You were working at:	Sales consultant
Occupation	Telesales consultant
What you did at this job position?	Outbound call center .we call people and offer long-term insurances such as funeral cover, legal cover, hospital plan and a saving plan

Working period	<b>nuo 2021.11 iki 2022.08</b>
Company name	Irene primary school
You were working at:	Teacher
Occupation	Assistant teacher
What you did at this job position?	Office admin job, administration , assisting teachers and learners in class

**Education**

Educational period	<b>nuo 2017.02 iki 2019.07</b>
Degree	Diploma
Educational institution	Tshwane city college
Educational qualification	Medical secretary
I could work	In any health sector

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	fluent	fluent	fluent
isiXhosa	very good	very good	very good
Sepedi	good	good	basic

**Computer knowledge**

Microsoft excel and word

**Additional information**

Driver licenses	None
Salary you wish	R6500 R per month