



# Ntsako Notatia Chauke

Curriculum Vitae (CV)

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

Looking for a receptionist, administrator, personal assistant and customer services both medical and corporate settings.

I posses a Business Administration qualification, excellent communicator, excellent knowledge of microsoft office packages, including sage pastel accounting and SAP system, customer orientation, 4 years experience in medical reception, Iam a good multi-tasker with great organisation and administration skills. I have numerical ability and I am willing to work my way up to the top.

Preferred occupation	Receptionist
	Administrative jobs
Preferred work location	Front Desk Agent
	Administrative jobs
	Johannesburg
	Gauteng
	West Rand
	Gauteng
	East Rand
	Gauteng

## Contacts and general information about me

Day of birth	1992-03-21 (33 years old)
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 **nuo 2016.10 iki 2020.02**

Company name Netcare waterfallcity hospital

You were working at: Front Desk Agent

Occupation Reception and Patient Administrator

What you did at this job position? Receptionist and admin duties

### Education

Educational period **nuo 2011.02 iki 2015.06**

Degree Degree

Educational institution Midrand Graduate Institute

Educational qualification Business administration

I could work Yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
isiZulu	fluent	fluent	good
Sepedi	fluent	fluent	good
Tshivenda	fluent	fluent	fluent
Setswana	fluent	fluent	basic

### Computer knowledge

I have excellent knowledge of computer software packages word, excel, power point, outlook, Sap, sage pastel accounting and internet browsing

### Additional information

Your hobbies I enjoy going out with family and friend , watching tv and cooking

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2018-04-00 (7 years)

Salary you wish From 10000 R per month