



# Maaphurane Mahlo

Curriculum Vitae (CV)

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

Receptionist position/General worker

I am looking for receptionist position because I have level 4 of office administration and I have the ability to work independently.i am a hard worker persistent and discipline.

I have experience working as patient administration.The opportunity presented by your institution is always interesting.would you here any information don't hesitate to call me.thank you very much

Yours faithfully

Maaphurane

grannycom83@gmail.com

0796158088

Preferred occupation      Administrators  
Administrative jobs

Preferred work location      Phalaborwa  
Limpopo

## Contacts and general information about me

Day of birth	1989-05-13 (36 years old)
Gender	Female
Residential location	Phalaborwa Limpopo
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 2018.05 iki 2019.10</b>
Company name	Sekororo hospital
You were working at:	Receptionists
Occupation	Department of health
What you did at this job position?	Receiving of incoming and outgoing calls,photocopying, capturing of patients files

## Education

Educational period	<b>nuo 2014.01 iki 2017.12</b>
Degree	Certificate
Educational institution	Mopani South East Tvet College
Educational qualification	Level 4 Office Administration
I could work	Under a lot of pressure and as soon as possible

### Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent		fluent
English	very good	very good	fluent

### Computer knowledge

Computer skills such as

Word

Excell

Powerpoint

Internet

Pastel

### Conferences, seminars

Shai E

Human resources

Department

Sekororo hospital

Contact: 015 383 9400

### Recommendations

Contact person	Lejeku LM
Occupation	General worker
Company	Cashbuild
Telephone number	0711244995
Email address	grannycom83@gmail.com

### Additional information

Your hobbies	Football Reading Netball Watching tv
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Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	NONE R per month