



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 (35 years old)
Gender	Female
Residential location	Phalaborwa Limpopo
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 2018.05 iki 2019.10
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	nuo 2014.01 iki 2017.12
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