



# Diane Bartie

Curriculum Vitae (CV)

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

Ability to quickly file alphabetically and numerically.

Can use Microsoft Office Outlook, Word and Excel confidently.

Ability to use spreadsheet and email applications.

Aware of the rules and regulations relating to medical documentation

Preferred occupation  
Time Management: Dealing with difficult customers.

Receptionist  
Administrative jobs

Secretarial: Communicating Effectively.

Admin and facilities assistant

Advance training in Customer Delight

Administrative jobs

Giving Outstanding customer service

Preferred work location

Northern Suburbs  
Western Cape

Taking information effectively every time.

Customer Physiology.

## Contacts and general information about me

Day of birth 1978-02-09 (47 years old)

To be assertive and accurate in the performance of tasks.

Gender Male

Residential location Cape Town

How to use various office tools, methods, procedures and/or equipment associated with the job

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

Understanding of the employer's business and the needs of those who will use the end product of the work.

## Additional information

Salary you wish 15000 R per month

Creating a professional impression for all visitors and clients whether on the telephone whether by

How much do you earn now 15000 R per month  
email, internet, in person or social media (if applicable).

To be well presented and friendly at all times and enhance the company's professional image.

To take and show initiative.

Solid knowledge of the MedEDI program. Loading patients doing bookings and account statement  
an invoice and submitting ICD10 codes for medical aid claims.

Aware of the rules and regulations relating to medical documentation.

Ability to prioritise and organise a heavy workload.

General knowledge of office procedures and policies.

Extensive knowledge of medical terminology.