



Komaladevi Moodley

Curriculum Vitae (CV)

What job i'm looking for? My positive points

and experiences align with your needs in more detail.

Sincerely,

Komaladevi Moodley

Preferred occupation
To whom it may concern, Medical receptionist
Medicine, healthcare, nursing jobs

Receptionist
I trust this correspondence finds you well, Administrative jobs

Preferred work location Northern Suburbs

Western Cape
I am writing to express my keen interest in the medical receptionist vacancy within your

organization. Possessing a strong proficiency and a rapid learning aptitude, I am confident in my
Cape Town
Western Cape
ability to contribute to the efficiency of your office operations.

Cape Winelands
Western Cape

My professional background includes extensive experience in office and medical administration,
Southern Suburbs

spanning 27 years. Throughout my career, I have honed my skills in telephone etiquette, client
Western Cape

liaison, and effective communication, both written and verbal. Recognized for being highly
West Coast

organized, efficient, and detail-oriented, I am poised to bring a wealth of experience to your team.
Western Cape

Contacts and general information about me

In my previous roles, I have emphasized the importance of productivity, teamwork, and fostering
Day of birth 1969-08-26 (56 years old)

positive relationships with clients and guests. My commitment to delivering exceptional customer
Gender Female

service, both internally and externally, has been consistently demonstrated. Moreover, I am well-
Residential location North Suburbs

versed in working with various medical packages and excel in securing authorizations and verifying
Town of origin Cape Town

Telephone number
Information is available only for registered users.
[Sign in](#)

Email address
Information is available only for registered users.
[Sign in](#)

The breadth of my 27 years in office administration has equipped me with a diverse skill set,
enabling me to articulate myself professionally and communicate effectively with individuals at all

Additional information
levels. I am adept at managing tasks under pressure while ensuring the delivery of expected

Salary you wish results. 18000-20000 R per month

How much do you earn now 18000 R per month

I am confident that my qualifications and extensive experience align with the requirements of your
practice. I am eager to contribute to the continued success of your team and further my
professional growth within your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills