



Motheo Lehana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration Assistant, Office Manager, Contractor, Executibe Assistant.

My strong points are administration skills, communication skills, supervisory skills, report writing, leadership skills, computer skills, data management, customer service, presentation skills, training skills, quality assurance, human resources management skills, organizational skills.

Preferred work location Northern Suburbs
Western Cape

Contacts and general information about me

Day of birth 1984-02-07 (40 years old)

Gender Male

Residential location Northern Suburbs
Western Cape

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

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

Work experience

Working period **nuo 2022.10 iki 2023.03**

Company name Worcester Hospital

You were working at: Administrators

Occupation Senior Administrative Officer: Information Management

What you did at this job position? Data verification, management, validation, and reporting. Supervised staff members, provided training to wards, doctors and operational managers. Implemented prescripts, policies and standard operating procedures. Ensured data quality is adhered to in preparation for the audits. Compiled dashboards, excel spreadsheet for monthly reporting to the CEO and executive management. Managed the ICT component and coordinated troubleshooting of related issues. Managed stabilisation of the network.

Working period **nuo 2015.04 iki 2022.09**

Company name Stellenbosch Hospital

You were working at: Administrators

Occupation Senior Administrative Officer: Information Management

What you did at this job position? Data verification, management, validation, and reporting. Supervised staff members, provided training to wards, doctors and operational managers. Implemented prescripts, policies and standard operating procedures. Ensured data quality is adhered to in preparation for the audits. Compiled dashboards, excel spreadsheet for monthly reporting to the CEO and executive management. Managed the ICT component and coordinated troubleshooting of related issues. Managed stabilisation of the network. Coordinated disposal and archiving of patient folders and administrative documents. Conducted quarterly assessments to ensure compliance. Liased with Supply Chain Management regarding procurement of hardware and software. Ensured correct data entries for billing, revenue and medical aid authorizations. Responsible for recruitment and selection, interviews of applicants.

Education

Educational period **nuo 2006.01 iki 2006.12**

Degree Degree

Educational institution Walter Sisulu University

Educational qualification Betch: Management

Educational period **nuo 2003.01 iki 2005.12**

Degree Diploma

Educational institution Walter Sisulu University

Educational qualification National Diploma: Administrative Management

Educational period **nuo 2000.01 iki 2002.12**

Degree Grade 12 / Matric

Educational institution Norkem Park High School

Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
Afrikaans	basic	basic	basic
Sesotho	fluent	very good	very good
Setswana	fluent	very good	very good
isiXhosa	fluent	very good	very good
isiZulu	fluent	very good	very good

Computer knowledge

MicroOffice365, Microsoft Office Suite, Outlook, Internet.

Recommendations

Contact person	Mr Patrick Rhooode
Occupation	Assistant Director: Information Management & PACS
Company	Worcester Hospital
Telephone number	0213481118
Email address	patrick.rhooode@westerncape.gov.za

Contact person	Ms Magrietta Muller
Occupation	Assistant Primary Health Care Manager
Company	Stellenbosch Hospital
Telephone number	0218086109
Email address	magrietta.muller@westerncape.gov.za

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2006-06-00 (17 years)
Salary you wish	25000 R per month