



Mpho Constance Matsepane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have experience in admin and record as well as registry and i will bring all my best to your company as admin.i have experience in registering new patients and outpatients SAP/HIS .
admitting and discharging patients information electronically after downtime.
failing and retrieving of the patients medical records files . reporting of damaged equipment .
compiling monthly stock and audit discharge files before sending them to records and finance.
make photocopies and scan documents and other patients related records efficiently.

i have experience in registry , maintaining of mails and opening post and parcel
check , capture and variety incoming and outgoing mails. tracing of files for internal clients .
handling achieve files and filling.

Preferred occupation	Administrators Administrative jobs
	Filing clerk Administrative jobs
	Teachers Teaching jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1998-02-04 (27 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2023.04 iki 2024.12**
 Company name tshwane rehabilitation hospital
 You were working at: Government jobs
 Occupation admin and records clerk
 What you did at this job position? registering new patients and outpatients SAP\HIS . admitting and discharging patients information electronically after downtime

Working period **nuo 2023.04 iki 2024.12**
 Company name tshwane rehabilitation hospital
 You were working at: Filing clerk
 Occupation registry clerk
 What you did at this job position? maintaining of mails and opening post and parcel. making shelves available on a regular basis, e.g monthly basis and applying the file distrubution policy.

Additional information

Salary you wish 5000 R per month
 How much do you earn now 3500 R per month