



# Alice Msebeni

Curriculum Vitae (CV)

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

Reception I have an experience I'm working as a receptionist which was obtained at Mthandeni clinic . registering patient visit , retrieve doctors files according to the appointment given.

Preferred occupation	Generals General jobs
Preferred work location	KwaZulu-Natal

## Contacts and general information about me

Day of birth	1981-11-10 (44 years old)
Gender	Female
Residential location	stanger KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2023.06 iki 2024.06</b>
Company name	DOH
You were working at:	Filing clerk
Occupation	receptionist
What you did at this job position?	register patients Visit , retrieving files

## Education

Educational period	<b>nuo 2002.12 iki dabar</b>
Degree	Grade 12 / Matric
Educational institution	phambili high school
Educational qualification	Matric grade 12
I could work	anywhere around kwazulu Natal kwadukuzastanger

## Languages

Language	Speaking level	Understanding level	Writing level
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isiZulu

fluent

very good

very good

### Computer knowledge

introduction to computer and Word Processing, Excel Spreadsheets, PowerPoint Presentations, Email, Internet.

### Conferences, seminars

no

### Recommendations

Contact person	H.V MAKHOBHA
Occupation	Operational Manager
Company	Mthandeni Clinic
Telephone number	0835803406

### Additional information

Your hobbies	reading novels , Cooking and listening to news
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	00 R per month