



Sonet Van Den Elshout

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin / Reception / Medical Receptionist

Organization/ Time management/ Functionality/ Loyal / Consistant/ Functional/ Friendly & Caring / People's person

Preferred occupation Switchboard operator
Administrative jobs

Preferred work location Standerton
Mpumalanga

Contacts and general information about me

Day of birth 1974-08-14 (51 years old)

Gender Female

Residential location Standerton
Mpumalanga

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2002.02 iki 2024.12**

Company name Dr Blom & Prinsloo

You were working at: Doctors

Occupation Receptionist

What you did at this job position? Schedule Dr's Appointments/ Answering Telephone / Recieving patients in waiting room / Specialist Appointments/ Collecting of outstanding Accounts / Keeping Reception Area Neat and Tidy

Education

Educational period **nuo 1992.12 iki dabar**

Degree Grade 12 / Matric

Educational institution Vrede Highschool

Educational qualification Gradec12

Educational period	nuo 1993.01 iki 1994
Degree	Diploma
Educational institution	Bethlehem Technical College
Educational qualification	Secretariel Diploma N4 N5 N6

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

MS Word / Medical Chambers Med EDI

Recommendations

Contact person	Dr PB Blom
Occupation	Dr
Company	Dr Blom
Telephone number	0609838279

Additional information

Your hobbies	Reading
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1992-08-00 (33 years)
Salary you wish	11000 R per month