



# Kgabo Phineas Makgoka

Curriculum Vitae (CV)

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

Strategy ideas

Confidentiality of data

Ability, Knowledge, Skill, qualification, 8-10 years experience in NGO under Wits University Under division Wits RHI

Information Communication Technology Certificate.

Office Management and Technology diploma in complete course.

Call Centre Debts Recovery.

Biometric Co-enrolment prevention systems data coordinators.

Reconcile Recon for participants petty cash.

Coordinating Clinic Flow.

Receptionist background, experience.

Send Daily, weekly and monthly report.

Reports fax or Photocopied machine faults to supplier and refill papers daily basis.

Chart note documentation of participants information in the binders.

Scheduling participants according to their visits.

Certified, Photocopied, file and updating information.

Reimbursement for participants

Scheduling boardroom according to their request.

Preferred occupation

Part time jobs

Part time, weekend jobs

Administrators

Administrative jobs

## Contacts and general information about me

Day of birth

1979-03-12 (46 years old)

Gender

Male

Residential location

Gauteng

Telephone number

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

Email address

Information is available only for registered users.  
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**Work experience**

You were working at: Builders

**Additional information**

Salary you wish 10000 R per month

How much do you earn now 13000 R per month