



Idelette Jenkins

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am definately a people's person. I love interacting with people of all ages and races and give my best.

I have many years experience in a Dental Practice doing front desk right up to data input. Dealing with debtors and creditors, Labs, Medical Aids, Reports, referrals and of course many scared patients

I served on my children's schools Parent Bodies for many years and helped with after school athletics training. I completed my BA Phys Ed up to second year.

I am a good organiser, as I did a few courses in function organising and management while living in the UK. I am also a qualified florist. I am particularly neat, actually a bordering perfectionist.

I recently moved from Cape Town, and really need to find a position where I can flourish.

I hope you will give me a chance to prove myself.

Preferred occupation **Medical or Dental Reception**
Medicine, healthcare, nursing jobs

Shool admin secretary

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Residential location Pretoria / Tshwane
Gauteng

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 1991.04 iki 1998.11
Company name	Dr C Boshoff
You were working at:	Receptionists
Occupation	Practice Manager
What you did at this job position?	I was in charge of the Dental Admin side of practice
Working period	nuo 2000.03 iki 2004.11
Company name	Age of Elegance Henley-on-Thames UK
You were working at:	Managers
Occupation	Manageres
What you did at this job position?	Managing a Interiors shop
Company name	The Henry Guesthouse, Bath, UK
You were working at:	Managers
Occupation	Manager of Guest House
What you did at this job position?	Managed day to day operation of the Guest House

Education

Educational period	nuo 2000.03 iki 2004.11
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Languages

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

Computer knowledge

Windows Microsoft Word, Exel level 2

Additional information

Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1978-01-00 (48 years)
Salary you wish	12000.00 R per month
How much do you earn now	Not employed R per month