



Cynthia Nokuthula Msibi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day

I hope this finds you well. I am responding to a job posting this evening of the 25/June/2019 for the position advertised and I'd like to submit my resume for your consideration. Receptionist, Administration Clerk or Customer Service Officer.

I have been employed as a Receptionist in the last seven years and I am still in the same position except. I would love to be in a different environment. I believe I am uniquely qualified for the stated positions above. My diverse practical experience, willingness to learn, and strong work ethic are just a few of my many strengths, and if given the opportunity, I would love to explain a little bit more about the professional and personal asset I would bring to the position.

I read through your primary requirements for most of the positions I have experience of and saw a true reflection of my own self.

Thank you very much for your consideration, and I look forward to discussing the issue with you at your earliest possible convenience.

Yours Sincerely

Cynthia Msibi

Preferred occupation

Front Desk Agent
Administrative jobs

Customer care agent
Administrative jobs

Preferred work location

West Rand
Gauteng

Johannesburg
Gauteng

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Gender	Female
Residential location	West Rand 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 2019.01 iki dabar
Company name	Dr Dlamini's rooms (Gynecologist and opstetrician)
Occupation	Receptionist/ Administrator
What you did at this job position?	This is my current position
Working period	nuo 2015.08 iki 2018.07
Company name	Netcare (Private Hospital)
You were working at:	Receptionists
Occupation	Admission Clerk
What you did at this job position?	<ul style="list-style-type: none"> • Confirm Patients paperwork, in preparation for the Ward Admission. • Ensure if they're Authorized for Admission and request for Authorization from the patients Medical Aid if necessary. • Make a follow up of any Outstanding Amount due to the Hospital and request for Payment if there is any. • Escalate Patients complaints to Accounts Division to have them resolved.

Education

Educational period	nuo 2010.09 iki 2010.12
Degree	Certificate
Educational institution	Damelin
Educational qualification	Administration Officer
I could work	as a PA/Admistrator/ Receptionist/ Customer Exec

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	very good
isiXhosa	good	good	basic
Sesotho	good	good	basic
Setswana	good	good	do not know

Computer knowledge

Advanced MS Office
Microsoft excel 2007
Microsoft PowerPoint 2007

Sap

Vericlim (Current)

Conferences, seminars

None as yet

Recommendations

Contact person	Tshepiso Kgama
Occupation	Human Resources Officer
Company	Netcare
Telephone number	0119505400
Email address	tshepiso.kgama@netcare.co.za

Contact person	Tracy Porter
Occupation	Marketing Manager
Company	Overthetrace
Telephone number	0828914353
Email address	tracya@overthetrace.co.za

Contact person	Job Mothiba
Occupation	Information Administrator
Company	Statistics South Africa
Telephone number	0732084668/0123360359
Email address	jobm@statssa.gov.za

Additional information

Your hobbies	Music-Rhythm and Soul Reading Novels Bible Reading American Football
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2007-11-00 (16 years)
Salary you wish	17000 R per month
How much do you earn now	12000 R per month