



Lerato Chachi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for a job as a receptionist my positive points are:

Welcome patients and visitors by greeting them.

Ensures availability of treatment information by filing and retrieving patients records

Maintains patient accounts by obtaining, recording and updating personal information

Protects patient's right by maintaining confidentiality of personal information

Helps patients in distress by responding to emergencies

Contributes to team effort by accomplishing related results as needed

Preferred occupation **Receptionist**
Administrative jobs

Preferred work location **Bloemfontein**
Free State

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth	1993-01-27 (32 years old)
Gender	Female
Residential location	Bethlehem Free State
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

Education

Degree	Certificate
Educational institution	Maluti tvet college
Educational qualification	N6
I could work	Reception, admin, secretary

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent

Computer knowledge

Ms Word
 Ms Outlook
 Ms Excel
 PowerPoint

Recommendations

Contact person	Mr. KC Tlali
Occupation	HR Professional
Company	IARC-IC
Telephone number	012 427 9999

Additional information

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R3500 R per month