



# Rowayda Rawoot

Curriculum Vitae (CV)

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

I am looking a receptionist or administrative position . I am a responsible friendly personality. I have 20 years work experience . I work well without supervision or within a team. Honesty is a character of mine as well being a teetotaler. Given the chance i will endeavour not to disappoint

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Southern Suburbs Western Cape

## Contacts and general information about me

Day of birth	1962-01-10 (62 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 1997.08 iki 2017.01</b>
Company name	Specs for Aftica vangste
You were working at:	Medical receptionist
Occupation	Medical receptionist optometry
What you did at this job position?	Receptionist client liasing medical aid queries.take patients detsils create appointments

## Education

Degree	Grade 12 / Matric
Educational institution	Belgravia high school
Educational qualification	Matric
I could work	Asap

**Languages**

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

**Computer knowledge**

Eminence. Pastel. Certificate in basic computers.email. invoicing. Reports. Financial month end statements and other financial reporys as required by the accountant

**Recommendations**

Contact person	Mr Siraj Allie
Occupation	Ceo
Company	Specs for Africa
Telephone number	0824527083
Email address	siraj.allie@gmail.com

**Additional information**

Your hobbies	Cooking baking gardening exercising And being with family
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1983-07-00 (40 years)
Salary you wish	8 to 10k p/m R per month