



# Esethu Precious Ndongana

Curriculum Vitae (CV)

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

I AM HUMBLE PERSON YET AFFIRMATIVE .I AM AMBITIOUS AND CAREER ORIENTATED. TRULY AM LOOKING FORWARD TO JOIN YOUR COMPANY AND AS WELL TO CONTRIBUTE MY SKILLS AND ABILITIES TO YOUR COMPANY BY BEEN A PRODUCTIVE EMPLOYEE.

Preferred occupation	Receptionist Administrative jobs
	Generals General jobs
Preferred work location	Witbank Mpumalanga

## Contacts and general information about me

Day of birth	1988-12-25 (37 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.05 iki 2019.03</b>
Company name	TSHEPISO CLINIC
You were working at:	Receptionist
Occupation	ADMIN
What you did at this job position?	ANSWERING CALLS, FILLING ,PATIENTS DATA CAPTURING REGISTERING NEW PATIENTS AND UPDATING PATIENTS INFORMATION DATA ,HANDLING PATIENTS COMPLAINTS, IDENTIFY AND ESCALATE PRIORITY ISSUES ,FOLLOWING UP ON PATIENTS TREATMENT

Working period	<b>nuo 2011.05 iki 2011.07</b>
Company name	BOSTON COLLEGE
You were working at:	Debtors clerk
Occupation	DEBT COLLECTOR
What you did at this job position?	OUTBOUND INBOUND CALLS,RESPONDING TO CUSTOMER INQUIRIES, HANDLING AND RESOLVING CUSTOMER COMPLAINTS PROVINDING SERVICE INFORMATION ESCALATION OF REQUEST WHERE NECESSARY ,DATA CAPTURING

### **Education**

Educational period	<b>nuo 2010.01 iki 2010.11</b>
Degree	Grade 12 / Matric
Educational institution	JET NTEO SECONDARY SCHOOL
Educational qualification	CERTIFICATE
Educational period	<b>nuo 2011.01 iki 2011.11</b>
Degree	Certificate
Educational institution	BOSTON BUSINESS COLLEGE INSTITUTION
Educational qualification	CONTACT CENTRE SUPPORT CERTIFICATE NQF LEVEL 2

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Sesotho	fluent	fluent	basic

### **Computer knowledge**

MICROSOFT OFFICE AND WINDOWS

### **Recommendations**

Contact person	SISTER MOTAUNG
Occupation	MANGER SISTER IN CHARGER
Company	TSHEPISO CLINIC
Telephone number	016 4518939
Contact person	MS MAPULE
Occupation	SUPERVISOR
Company	BOSTON COLLEGE
Telephone number	0115512095

Contact person MRS NASHWA  
Occupation CLASS TEACHER  
Company JET NTEO SECONDARY SCHOOL  
Telephone number 064 5265088

#### **Additional information**

Your hobbies READING ,MUSIC ,NETBALL AND TOURING  
Driver licenses None  
Salary you wish 8000 R per month  
How much do you earn now 4500 R per month