



# Nayoka Miller

Curriculum Vitae (CV)

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

My name is Nayoka Miller and I thank you for considering my resume for the position at your organization

I believe that I am suited to this position as I have the personal and professional characteristics as well as a diverse employment background that will assist me in succeeding in any industry.

I am hard working, self-motivated and meticulous about accuracy and attention to detail. I have previously worked for an extremely busy medical practice that deals with conditions and information of a sensitive nature. I understand the implications of broken confidentiality. I have completed a workshop in accurate ICD10 coding with the South African Medical Association.

My pleasant demeanor and good intrapersonal skills make it easy to work well under pressure, both on my own as well as in groups. I am friendly, rational and always up for a new challenge. I am fully computer literate and have experience on PASTEL, MED-e-Mass and all Microsoft office programs. I am proficient in typing in both English and Afrikaans. I am able to learn new tasks and programs quickly which decreases the time needed for training.

I am hoping for a favourable response from you as a potential employer as I trust that we will have a pleasant and productive working relationship.

Preferred occupation	Administrators
	Administrative jobs
	Personal assistant
	Administrative jobs
	Receptionist
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng

## Contacts and general information about me

Day of birth	1984-07-23 (39 years old)
Gender	Female

Residential location

West Rand  
Gauteng

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

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#### **Additional information**

Salary you wish

20000 R per month