



Shane Rutland

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job I can do part time from home. I have a computer and internet if required. I have 2 days a week where I can do extra work from home for an extra income. I am efficient, accurate and hard working.

Preferred occupation	Secretaries Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1990-08-17 (35 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2014.01 iki 2019.10
Company name	Lancet Laboratory
You were working at:	Customer care agent
Occupation	Client services consultant
What you did at this job position?	Attend to all queries timeously and in an efficient manner. Attend to doctors queries. Send results to doctors through various methods. Handle customer complaints. Stock controll and ordering.

Working period	nuo 2012.09 iki 2013.12
Company name	Dr Zaheer Ismail
You were working at:	Medical receptionist
Occupation	Medical receptionist
What you did at this job position?	Opening and closing of surgery. Keep surgery neat and tidy. Opening files for patients. Inserting patient data on the med-e-mass system. Claim from medical aids. Handling patients cash consults. Taking appointments. Phoning medical aid, patients and suppliers.

Education

Educational period	nuo 2004.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	Hoerskool Oos Moot
Educational qualification	Matric
I could work	Part time during the week

Languages

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

Computer knowledge

I have basic knowledge working on the computer the whole day. Microsoft Word and basic Microsoft excel.

Recommendations

Contact person	Monya Erasmus
Occupation	HOD Client services
Company	Lancet Laboratory
Telephone number	012 483 0103
Email address	Monya.erasmus@lancet.co.za

Additional information

Your hobbies	I like anything in the entertainment industry. Watching movies and reading up on all the actors. I like reading books and cooking. Spending time with friends and family in my spare time is also on top of my list.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2010-11-00 (15 years)
Salary you wish	R2000 R per month
How much do you earn now	Ro R per month