



# Nomfundo Mbhele

Curriculum Vitae (CV)

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

- Managing Office
- Managing Switchboard
- Scheduling Appointments
- Assist on monitoring
- Capturing data tier.net, Validation of Data
- Maintenance of patient's records
- Compiling patient's documents, compile daily, weekly
- Monthly Statistics

Preferred occupation

Data capturers  
Administrative jobs

Receptionist  
Administrative jobs

Preferred work location

Durban City  
KwaZulu-Natal

Midlands  
KwaZulu-Natal

## Contacts and general information about me

Day of birth 1989-11-26 (36 years old)

Gender Female

Residential location Durban City  
KwaZulu-Natal

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

Email address *Information is available only for registered users.*  
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## Work experience

Working period	<b>nuo 2008.04 iki 2016.11</b>
Company name	Department of Health
You were working at:	Data capturers
Occupation	Data Capturer
What you did at this job position?	<ul style="list-style-type: none"> <li>• Managing Office • Managing Switchboard • Scheduling Appointments • Assist on monitoring • Capturing data tier.net, Validation of Data • Maintenance of patient's records • Compiling patient's documents, compile daily, weekly • Monthly Statistics</li> </ul>

### Education

Educational period	<b>nuo 2008.11 iki 2008.12</b>
Degree	Certificate
Educational institution	University of Pretoria
Educational qualification	Data Capturer certificate
I could work	Yes

### Languages

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

### Computer knowledge

Advance

### Recommendations

Contact person	Mrs Ntuli
Occupation	Clerk
Company	Fredville Clinic
Telephone number	031 7839002

### Additional information

Your hobbies	Cooking and d baking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-01-00 (13 years)
Salary you wish	R10. 000 R per month
How much do you earn now	R16. 000 R per month