

NOMAEFESE MXHEGWANA

N.
M

10270 TSOMO CRES
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10270 tsomo
cres
braamfischervalle
phase 2

Nomaefese had been a highly resourceful and creative customer service, office administration and caregiving who possesses about 10 years of working experience in the customer service , office administration and caregiving and housekeeping role of various employers. Shes a quick learner who can absorb new ideas and is experienced in planning and organizing any given department in the working space. She has remarkable customer service, administration and caregiving experience and is currently seeking for another opportunity to work these experienced field.

EDUCATION

MORAKAPULA ADULT CENTRE GRADE 12

SUBJECT

- ENGLISH
- ISIXHOSA
- BUSINESS
STUDIES
- HISTORY
- MATHS
LITERACY
- RELIGION
STUDIES

TERTIONAL EDUCATION

Certificate in
Computerized
Cashier

2009

SA RED CROSS

Certificate in Home
based care

2016

OUT OF THE BOX

Certificate in Sewing

2020

EXPERIENCE

CARE GIVER

ISISA HEALTH CARE | 03/2020 - 11/2023

RESPONSIBILITY

- Home management and care planning
- Medical advocacy
- Prescription medication management
- Help with personal hygiene and care
- Assisting with meals and nutrition
- Help with mobility
- Transportation

REFERENCE

: Mary.

Phone number

: 011 783 0823 \ 072 8021877

RECEPTIONIST

Cure Medical| 02/2019 - 01/2020

RESPONSIBILITIES

- Checking patients in at front desk
- Answering the phone
- Interviewing patients for case histories and key information prior to appointments
- Compiling medical records and charts
- Processing insurance payments
- Operating computer software and office equipment
- Transferring lab results to the appropriate clinician

SKILLED GAINED

- Computer literacy: MS word, excel, E-MAIL
- Excellent communication skills
- Organizational skills
- Office administration skills
- Excellent customer service skills

LANGUAGE

ENGLISH

ISIZULU

SESOTHO

REFERENCE : DR Mazibuko
Phone number : 073 410 5348

HOUSEKEEPING

Nobuhle's B&B| 2016 to 2019

RESPONSIBILITY

- Cleaning guest rooms of dirt, dust, marks, stains and smell.
- Cleaning and sanitising bathrooms.
- Removing rubbish and debris from rooms.
- Removing dirty towels and linen.
- Removing used amenities.
- Replenishing supplies such as rubbish bags, bar fridge, snacks.
- Making beds, replacing linen and towels.
- Cleaning and tidying common areas such as hallways or entrances.
- Ensuring all extras and add-ons that were included in the booking are ready for the arriving guests.

REFERENCE: Mrs Majola

Contact number:067 869 1358.

RECEPTIONIST

MBELE ATTORNEY| 2016 _ 2018

RESPONSIBILITIES

- Greeting clients and visitors and answering visitor inquiries
- Answering and routing incoming calls on multi -line telephone system

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- Scheduling and routing clients
 - Maintaining and scheduling conference rooms
 - Maintaining the waiting area , lobby or other public areas.

REFERENCE

M.S Mbele: MANAGER

076 228 0616

SALES ASSISTANT

Foschini | 2013-2014

RESPONSIBILITY

- Greeting customers who enter the shop
- Be involved in stock control and management
- Assisting shoppers to find the goods and products they look for
- Being responsible for processing cash and card payments
- Stocking shelves with merchandise
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REFERENCE

Vanessa: Manager

084 841 3326

CASHIER

Checkers hyper| 2012 \ 2013

RESPONSIBILITY

- Scan items and ensure pricing correct
- Greet customers orders
- Take coupons and scan correctly
- Take money in the form of cash, credit and card check

REFERENCE

Precilla: MANAGER |031 570 4400

