

PROFESSIONAL SUMMARY

Optimistic, Vibrant, Energetic Young Woman
I am Versatile
Warm , Friendly and approachable ,
I work well with my team mates
I can adapt quite fast and i always get the job done.
I work well under pressure
Always looking to educate myself and broaden my intellectual capacity

SKILLS

- Communication skills
- Leadership qualities
- Creative team working
- Tenacity
- Critical thinking
- Adaptability ,
- Management enterprise skills

EXPERIENCE

January 2010 - Current

Medical PA

ENTABENI HOSPITAL | Durban, South Africa

- I have 10 years of experience in administration and reception
- I recently became junior manager at my employment
- My tasks involve overseeing the practice runs smoothly and efficiently in the healthcare industry (busy Psychiatrists Office)
- I am in charge of staff and job allocations
- Familiar with claims , remittance , pre auths , lcd + tariffs
- Excell
- Word
- PowerPoint Presentation

EDUCATION

January 2016

National Diploma Youth development - Human Sciences
University of South Africa, Durban, South Africa
Hiv & Aids counseling certification
Excelled in Youth Care Volunteering programme
Appointed Youth Facilitator In My Church

January 2009

University of South Africa

November 2025

consumer science - science
University of South Africa, Durban, South Africa
My Modules in the first semester include
Applied sciences which i obtained a 69%
Marketing 88%
Retail management 79%
Advertising 77%
Information communication technology 89%