

CONTACT

LEHLOGONOLO FORTUNE XABA

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16 Oceanos Close
Bloubosrand Randburg 2194

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

16 Jan 2021 - 18 Jan
2022

- **Witkoppen Health and Welfare Centre**
Medical Administration
Capturing files
Recording minutes in meetings and putting them in writing
Doing purchase orders
Assisting with doing vitals

EDUCATION

2017

- **S'godiphola Secondary School**
Matric
12

SKILLS

- Always punctual. Strong attention to details. Pro-active and ability to work as a team. Positive attitude, again keep on learning and practicing new skills. Working good in a team.

ACHIEVEMENTS & AWARDS

- Certificate of Youth Employment Service for quality work experience programme

LANGUAGES

- English - Read, write and speak Isizulu - Read S ey swan- Read

PERSONAL DETAILS

- Date of Birth : 21/01/1999
- Marital Status : Single
- Nationality : South Africa

REFERENCE

- **Lolo Njisane - "Witkoppen Clinic"**
Medical Admin Officer
lolon@witkoppen.co.za
0735428587