

# Nobuhle Gladness Khumalo

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Contact number: 0748382270

ID number: 9602050654080

Marital status: Single

Languages known: isiZulu, English, isiXhosa

## **OBJECTIVE**

Knowledge is growth and for me it is part of learning and I find it important for self-development. I believe in hard work and determination, harvesting an ethical and positive future for myself.

I want to build a long term career and to get employment that will inspire me to enhance my skills and to bring strong sense of education, motivation, and finally to enhance my educational and professional skills in a stable and dynamic environment.

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## **EDUCATION**

**National Diploma in Transportation Management,**  
University of Johannesburg

2015 - 2017

**Bachelor of Technology in Transport Management,**  
University of Johannesburg

2018 - 2018

**Bachelor of Commerce Honours in Transport Economics,**  
University of Johannesburg

2019 - 2019

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## **WORK EXPERIENCE**

August 2021- Present

**Name of the  
company** Medicross Medical Centre

**Position held.** Customer Care Consultant

**Duties**

Booking and attending to patients

Filling and attending to patients

Attending to switch board

Opening new patients files

Managing Doctor's diaries

Working on Outlook

Working on Elixir Live

**SKILLS**

Microsoft Office package: Microsoft Word, Excel

Interpersonal skills, Team work, Written and verbal communication, Active listening, Flexible, Attention to detail, Problem solving and critical thinking, Time management.

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**REFERENCES**

Lecturer: Mr. S Ndhlovu

University of Johannesburg

0115591520

Dr Kahn

Medicross Medical Centre

0114519512