

## Personal details

<b>First name</b>	<b>Gail Linda</b>
<b>Surname</b>	<b>Brits</b>
<b>Residential address</b>	<b>582 Willem deklerk st Groblerspark 1724</b>
<b>Contact no</b>	<b>0794280220</b>
<b>Date of Birth</b>	<b>09/03/71</b>
<b>Place of Birth</b>	<b>Johannesburg</b>
<b>Nationality</b>	<b>South African</b>
<b>Marital status</b>	<b>seperated</b>
<b>Dependents</b>	<b>2</b>
<b>Language proficiency</b>	<b>English, Afrikaans</b>
<b>Health</b>	<b>Excellent</b>
<b>Hobbies &amp; interests</b>	<b>Going to movies, Reading</b>

## **ACADEMIC QUALIFICATIONS**

<b>Last school attended</b>	<b>Willow Crescent Senior secondary school</b>
<b>Highest standard passed</b>	<b>Grade 12</b>
<b>Final exam</b>	<b>December 1989</b>
<b>Subjects passed</b>	<b>English Afrikaans History Business Economics. Economics Accounting</b>
<b>Tertiary education and special courses</b>	
<b>Telephone efficiency training</b>	<b>29 MAY-23APRIL 1999</b>
<b>Computer courses completed MS EXCEL</b>	<b>25 OCTOBER 1999</b>
<b>Damelin business college</b>	<b>Professional PA diploma  Dec 2004</b>

## **Employment History**

<b>Name of company</b>	<b>Greymont Medical &amp; Dental Centre</b>
<b>Period of Employment</b>	<b>24 February – Jan 2005</b>
<b>Position held</b>	<b>Medical &amp; Specialists Receptionist</b>
<b>Duties</b>	<b>Reception for 13 visiting specialist Making appointments Switchboard operator, monthly post Sorting and filling of doctors medical reports Typing memos and stock list for theatre, Medical aid rejections.</b>
<b>Theatre Receptionist</b>	<b>Theatre Reception, Data-capturing  Charging patients, sending through chequeRequisitions, filing, typing theatre lists, posting statements to medical aid. Monthly petty cash, Phoning for authorization no For theatre procedures.</b>
<b>Reference</b>	<b>Greymont medical &amp; Dental Centre Cindy Letlokane (011) 673-1050-(011) 470-7777</b>

**Name of company** Auto Nordic Volvo  
**Period of Employment** 14 October 2005- 14 June 2006  
**Position held** Receptionist  
**Duties** Reception, answering phones taking messages & screening calls, attendance register, updating stock file, filing day ends, stationery & groceries  
**Reference** Ryno Cloete (217-7900) General Manager

**Name of company** Medicross Healthcare group  
**Period of Employment** 7 August 2006 – June 2011  
**Position held** Theater receptionist  
**Duties** Filing, answering phones, data capturing, phoning for authorization for patients, billing, booking patients, motivation letters & petty cash, weekly stats for GP'S, Credit control.  
**Reference** Sister Kathleen (670-2463 / 670-2400) Charge sister  
Cell no 0820933827

**Name of company** Flora Clinic Healthcare Group  
**Period of Employment** 1 July 2011 – march 2016  
**Position held** Theater Secretary  
**Duties** Switchboard, Typing theater lists, Weekly and monthly stats, general admin duties.

**Current:** Medgate advanced health- April 2016- july 2025  
**Position :** patient administrator/ Case manager  
**Ref : Debbie Welcome Ward Manager** 011)7681015