

Curriculum Vitae

Personal Information

Name: Faldelah Matthews
Email: fadeelahmatthews08@gmail.com
Phone: 061 416 1293
Driver's License: Code B (Valid)

Professional Summary

Motivated and detail-oriented Medical Secretary graduate with strong administrative, communication, and computer skills. Experienced in reception, office administration, and supporting medical practices. Adept at handling sensitive information with professionalism and efficiency. Seeking opportunities to contribute in dynamic and international environments.

Key Skills

- Excellent communication and interpersonal skills
- Strong computer literacy: Microsoft Word, Excel, PowerPoint
- Information processing and data management
- Office administration and medical practice knowledge
- Ability to work independently and in teams

Work Experience

Receptionist (Job Shadowing) – Hillebrand GORI South Africa (Pty) Ltd. – 2018

- Welcomed guests and ensured positive first impressions
- Performed health and safety checks
- Managed filing and records
- Answered telephone calls and directed inquiries
- Assisted with delivery of packages around the facility

Education & Certifications

Boland College (2021 – 2022) – Medical Secretary N4 – N6

Key Subjects: Medical Practice, Communication, Office Practice, Information Processing, Computer Practice

Spine Road High School – National Senior Certificate (2019)

Achievements & Awards

- Distinctions in Information Processing N4 & N5 (2021 – 2022)
- Distinctions in Medical Practice N5 & N6 (2022)
- Distinction in Computer Practice N4 (2022)
- First Aid Certificate – Level 1 (2022)

References

Shaqeel Matthews – Logistics Co-ordinator, Hillebrand GORI South Africa (Pty) Ltd.
Tel: 021 809 2000 | Cell: 067 243 7771

Nadia Hendricks – Secretary, Shumeez Scott Foundation
Cell: 074 650 7170