**PERSONAL DATA**

Names: Nomsa Mabel

Surname: Motseni

ID Numbers: 9108310453081

Citizenship:South African

Date of birth: 31 Aug 1991

Address: 19 Thamagane Str

Saulsville

0125

Tel No: 012 – 375 6732

Cell: 067 939 2324

Language(s): Sepedi, English, Zulu, and Afrikaans

Marital Status: Single

**ACADEMIC RECORD Secondary Education**

School Attended: Pretoria Secondary School

Courses attended:

Introduction to billing and coding:Louis Pasteur Private Hospital

**FET COLLEGE** Tshwane North College

Highest Standard/Level Passed: NQF/NCV Level 3

Subject Passed: Marketing, Advertising and Promotions

Marketing Communication and

Consumer Behaviour Level 3

English 1st additional language

Mathematical Literacy

**NURSING COLLEGE** iThemba Nursing College

Completed Course: Enrolled Nursing Assistant

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**PROFESSIONAL PROFILE**

* I am a committed, mature nurse. I possess excellent nursing skills, knowledgeable and experienced in the field
* I have passion for my patients, dedicated and strive to provide quality nursing care
* I am a hardworking member of staff with a very friendly approach, and quick to learn
* I always have a positive attitude, good team builder able to work under pressure, and keep a cool head in unexpected situations.
* **SKILLS AND ABILITIES**
* I am 7years in a hospital environment and 5 years as a nursing assistant
* Knowledgeable and competent in nursing functions
* I am passionate about customer satisfaction and service
* I am capable of supporting and advocating change initiatives and managing my own reaction to change
* I am responsible for self-development and upgrading of job, related skills and knowledge

**Labour Ward Hostess/ Secretary** **(2013-2015)**

* Responsible for auditing and billing of patient files
* Capture all credits and send them to pharmacy timeously
* Liaise with Maternity in respect to billing and capturing of stock
* Forward patient files to auditing department timeously
* Accountable for accurate document completion (admission & discharge)
* Deal with all customer complaints, and if not resolved, refer it to the Unit Manager
* Deal with telephonic enquiries and queries
* Answer extension within 3 rings, by identifying the company and myself in a friendly and professional manner.
* Accurately record messages in the appropriate message book and ensure that the messages are delivered
* Transfer all calls immediately and correctly
* Ensure booking is made with patient’s for Ante Natal classes and delivery

**Labour Ward Nursing Assistant: 2016-2017**

* Assisting in emergency admissions and a runner in demanded materials
* Assisting in opening of patient files in case of emergencies
* Preparing of equipment and needed documents in the labour room Documenting and keeping records of events in the labour room

**Post Natal Nursing Assistant: 2017-2020**

* Conducting Admissions at a professional level and adhering to patients needs • Taking doctors’ orders and implementing nursing care on time.
* Running the nursery unit independently and providing quality nursing care
* Conducting post-natal education to new parents.

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**WORK EXPERIENCE**

Company Name: Louis Pasteur Private Hospital

Position Held: Ward Secretary (2013 – 2015)

Enrolled Nurse Assistant (Labour + Maternity Ward 2015-2020)

Enrolled Nursing Assistant (Medical ward 2020-2021)

Billing and Auditing Clerk 2021-2022

**Achievements:** Nursing Certificate

10 Years Certificate of Service Excellence

**Interests:** Music

Reading

Investigating

Socializing

**References:**  Mrs. MTR Msuthwana

Chief Nursing Service Manager

Louis Pasteur Private Hospital

374 Francis Baard Street

Pretoria

0002

Tel: 012 336 6102

Mrs. L.M. Lippa

Deputy Nursing Service Matron

Louis Pasteur Private Hospital

374 Francis Baard Street

Pretoria

0002

Tel: 012 336 2611