

# NONHLANHLA INNETH ZULU

0648914943



I am a well-spoken, articulated, talented and motivated individual who is able to work productively in a fast-paced environment, I pride myself in my ability to work time effectively. Being able to take instructions well and still maintain good workplace relationships a few of my strongest suits. Ability to meet deadlines.

[nonhlanhla.inneth@yahoo.com](mailto:nonhlanhla.inneth@yahoo.com)

3596 Ndlovu Str, Ackerville,  
Emalahleni 1039

## PERSONAL INFORMATION

Identity Number :9008070363084  
Date of Birth :07 August 1990  
Gender :Female  
Race :African  
Marital Status :Single  
Nationality :South African  
Language Proficiency :English & IsiZulu  
Driver's License :Code10(C1) PdP  
Criminal Record :None

## EDUCATIONAL BACKGROUND

Last School Attended :Hoërskool Reynopark  
Highest Grade Passed :Grade12  
Year Obtained :2009

## TERTIARY QUALIFICATION

Institution	Qualification/Course	Year Obtained
MSC Business College	Business Administration Skills Certificate	2012
Damelin	Logistics & Supply Chain Management Diploma	2015
Mancosa	Certificate in Public Sector Procurement	2024

## PERSONAL QUALITIES/SKILLS

- Proficient communication Skills (Written & Verbal)
- Administrative & Leadership Skills
- Analytical Thinker & Problem Solving
- Time Management & Organizational Skills
- Computer literate Microsoft Office
- Excellent telephone Etiquette & Accountability

## CAREER SUMMARY

### **Dr.J.K Ayodele – (ENT Specialist)**

June 2012 - Current

**:Admin Claims Clerk (Emalaheni)**

:Current

#### **Key Responsibilities**

- Keeping all medical information private while communicating with patients, data capturing, claiming (Billing), Crediting (Remittances), follow-up on outstanding accountings.
- Patient Administration, sending invoices, schedule hospital admission and authorisations.
- IOD claims, ensuring adherence with practice's procedures and policies.

### **Dr.P.P Mandondo (Oral Surgeon)**

October 2011 - May2012

**:Administrative Clerk (Emalaheni)**

:Dr. Relocated

#### **Key Responsibilities**

- Interview patients for case histories prior to appointments, update and maintain patients' health records, assist patients with initial paperwork.
- Schedule and coordinate appointments, typing reports, process insurance claims in compliance with law requirements, use medical software to support all transactions.
- Manage receivable and payable accounts and maintain financial records.

## REFERENCES

References	Contact Person/Position	Contact Number
<b>Dr. J.K Ayodele</b>	Dr.J.K Ayodele (ENT Specialist)	072 044 6912
<b>Dr. S.E Mazibuko</b>	Dr.S.E Mazibuko (Urologist)	072 752 6191
<b>Dr. P.P Mandondo</b>	Dr.P.P Mandondo (Oral Surgeon)	062 375 3795

## DECLARATION

I do here by declare that the above particulars of information and facts stated are true, correct, and complete to the best of my knowledge and belief.