

KHABUHLANGO YONELA

Nombhebhe street Slovo Park 5099

064 621 9222 | khabuhlangoyonela@gmail.com

PERSONAL DETAILS

- Date of Birth : 10 May 2001
- Marital Status : Single
- Nationality : South African
- Gender : Male
- Driving Licence : Code 10
- Home language : Isixhosa
- Other Language : English

EDUCATIONAL QUALIFICATION

- **King Sabata Dalindyebo Tvet College** 2025
Public Management
National N Diploma
- **Sinolwazi Senior Secondary School** 2019
National Senior Certificate
Matric

SKILLS AND KNOWLEDGE

- Communication Skill and Customer Service Orientation
- Cultural Sensitivity and Inclusion
- Problem Solving and Decision making
- Teamwork and Collaboration
- Adaptability and Flexibility
- Time Management and Organisation
- Technically and Digital literacy
- Leadership and initiatives

WORKPLACE EXPERIENCE

- **St Barnabas Hospital** 03 July 2023 - 12 Dec 2025
Public Admin Trainee
Switchboard Operator :
Receptionists and Attend Clients Queries
Answering incoming calls & Transfer to Relevant office
Record Outgoing Calls
Capture Telephone account for expenditure
Report Telephone Problem, Faulty to Supervisor
Patient Administration :
Retrieve and Capture Patient Information on the System
Retrieve Patient files Before Consultation
Records and Organise Patient Files for Records Purposes
Record, Admitt and Discharges Patient on The System
Collect Data from Wards
Capture Data Daily for Stats
Procurement Clerck :
Request quotations from Suppliers for purchase
Capture Requisition During Procurement Proceedings
Photocopying, Scanning and Emailing Documents
Receive incoming Stock (Deliveries) from Suppliers
Compile Stock Count and Submit to Finance office for Payments

REFERENCES

- **Mr S Makaula - ""**
High School Teacher
078 543 4466
- **N Mzawupheli - ""**
Mentor
047 555 5352
- **N Mnyaka - ""**
Supervisor
047 555 5300