



Nolley Ntabati

NATIONALITY: South African
Gender: Female
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FOCUS

Professional, reliable and a dynamic receptionist with daily opportunities to make clients feel at home.

PROFILE

I am a professional and diligent receptionist with a track record of delivering excellent customer experience and commanding the front desk operation for a highly regulated hospital for 10 years.
Throughout my career I have worked the frontline of operations dealing with clients.

SKILLS

Avimark/vet master
Answering the phones
Customer Service
Data entry
Payment collection
Appointment scheduling
Medical record management
Sales(food and products)
Register management

WORK EXPERIENCE

Veterinary Receptionist

People Dispensary For Sick Animals-October 2008-March 2019

- Develop product knowledge of flea/tick/heartworm prevention and puppy/kitten vaccine schedule to educate clients on preventative pet care.
- Assess emergency visits on the phone and for walk- in visits.

- Responsible for collecting payment entering payment in the computer and providing a receipt to the clients with lifting pets and carrying bags of pet food.
- Assisted Clients with lifting pets and carrying bags of pet food.
- Counting stock and balance it at the end of shift with the money.
- Unlocked the patient access doors in the morning and locked up at the end of the day to ensure facility security.
- Register management including cash, credit, debit and check transactions.
- Photocopying, Faxing and printing.

Education

Business Skills and Development Centre-NVQ LEVEL 2
Office Skills diploma 1999

Ikamvalethu Finishing school-Grade 12 1994

Additional

I did an Office skills diploma with these subjects, Word Processing, Office Practice, Accounting 1 & 2, Business Communication, Information Technology, Ms Office, Microsoft Excel.

Reference

Mr Arthur George +27837003391