
Shirleen Sibanda

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Location: Dubai uae

Experience

Receptionist/Administrative Assistant

The Avenues Clinic

Jul 2021 - Present

- making bookings using soft clinic
- welcome patients
- receipting and invoicing
- report writing
- answering calls
- emailing
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Administrator

Unemployed

Currently works here

Customer Service Assistant

Trust Academy

Jun 2021 - Present

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Education

ascot high

Started in 2008

City & Guilds of London Institute, UK

city and guilds Level3 diploma

2015 - 2017