

118 Sekelbos Street
Tasbet Park Ext 1
EMALAHLENI
1035
CODE:10 C1 License

PROFILE

I have over 13 years' work experience performing various duties working as a Night Auditor; Front Office Receptionist; Financial Support Specialist; Reservations Agent; Office Administrator; Dispatch Clerk; Receiving Clerk; currently working as a Medical Aid Scheme Help Desk Agent (Reason for leaving my previous employment was due to family obligation in Emalahleni. Willing to relocate. I have excellent communication skills in both English and Afrikaans. In addition, I am extremely organized, reliable and computer literate.

CONTACT

PHONE:
0607427984
0731763234
LinkedIn: Bruce Moripe

EMAIL:
brucemoripe@gmail.com

REFERENCES

Joel Stolz: GM SS Bloemfontein:
0514441253
Dominic Arkhust: GM SS Kimberly:
0538331751
De Wald: GM Spare Wise Discounter
0828949749
Shocky Rampheri: Manager GEMS
0814152180

BRUCE MORIPE

Night Auditor | Front Office Receptionist | Medical Aid Scheme Help Desk Clerk & Financial Support Specialist | Dispatch Clerk | Receiving Clerk | Administrator

EDUCATION

Tshwane University of Technology

02/2009 to 09/2013

National Diploma: Tourism Management

Greendale High School

01/2004 to 01/2009

Shepherd Institute of Engineering Electrical Engineering
N2 (2018)

WORK EXPERIENCE

Tsogosun StayEasy Emalahleni: Night Auditor, Receptionist, Duty Officer, Supervisor
03/2013 to 02/2023

Process invoices, reconciling accounts, finalizing customer bills, correct billing errors, perform reception cash up and banking, office administration, bookings handling end-of-day bookkeeping, operating switchboard, data capturer

Spare Wise: Dispatch and Receiving clerk (Retail)

01/03/2023 to 29/01/2025

Unloading deliveries from trucks, invoicing, receive shipments, dispatch goods, correct open deliveries, assure proper storage of received goods, data capturer Inspecting damaged goods, signing for delivered goods, stock count, GRV

Government Employee Medical Scheme (GEMS) Client Helpdesk Agent

01/02/2025-current

Answering member queries about benefits and claims, assisting with claim submissions, updating member information, resolving complaints and communicating with providers, assisting with coding and billing, interpreting medical aid and gap cover information, assist with hospital authorization

SKILLS

An eye for detail
Work well within a group
Able to work on my own
Good problem-solving skills
Flexible and open to change
Strong written and verbal communication skills
Proficient in Microsoft Suite