



Alida Smith

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a freelancer seeking typist or admin contract work from home or office based, part time in Johannesburg Gauteng and surrounding areas. I am available immediately with contactable references, certificates and diplomas. Here are some of the services I offer and experience I have. Please contact me if you have a temporary assignment you need assistance with or if you require part or full time assistance at your home or office. No job is too small. I have uncapped Wi-fi to work on any online systems . Please contact me on Whatsapp or email.

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1957-10-16 (66 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period **nuo 2003.10 iki 2013.03**

Company name Health Department

You were working at: Secretaries

Occupation Senior Secretary/ HR Assistant / Customer Queries Coordinator

What you did at this job position? Duties • Controlling Deputy Director's diary and office, e.g. Appointments, meetings, visitors etc. • Daily control and submission of Region's attendance register of staff • Monthly control and submission of Region's activity reports • Submission of leave forms to Human Resources for all employees under Region B Health • Minutes taking of meetings (Shorthand) and distribution • Preparing relevant documents for meetings • Assisting in events planning e.g. Open Health Days, 67 Minutes for Mandela Day, seminars etc. • Referrals of tasks to relevant personnel • Liaising between the council and public re complaints on environmental matters • Filing and document management • Human Resources matters - typing of letters, Minutes of disciplinary enquiries, reports e.g. selling or extension of leave for staff, compiling Councillor Communication etc. • Various other Human Resources responsibilities e.g. preparing contracts for contract workers and EPWP workers. Assist them when signing their contracts. Monthly submission of timesheets • Compiling file for Deputy Director's Scorecard • Keeping and updating contact lists and databases of staff and other stakeholders

Company name PAYROLL SUPREMACY (THE SUPREMACY GROUP)

You were working at: Accountants

Occupation Temporary worked as Office Administrator: Payroll Supremacy

What you did at this job position? Duties • Minutes taking of meetings • office admin duties • VAT/Accountancy Spreadsheets • Payroll Data Capturing

Education

Educational period **nuo 1970.01 iki 1975.12**

Degree Grade 12 / Matric

Educational institution Johan Jurgens Commercial High

Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

- Microsoft Adobe
- SAP
- Quickbooks Essentials

• Microsoft Outlook
Conferences, seminars

- Microsoft Word

Attended various Secretarial courses as well as office management, chairperson courses.

- Microsoft Excel

• Microsoft PowerPoint
Additional information

Your hobbies	I love oil painting and reading, also knitting etc.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1990-02-00 (34 years)
How much do you earn now	Previously R20 000 full time income R per month