



# Amore Coetzer

## Curriculum Vitae (CV)

## **What job i'm looking for? My positive points**

I am looking for a Admin post .

I have 8 years of experience in the Medical field in Administration.

## Including

## Accounts Department

## Switchbord

## Receptionist

## Stock control

## Shipment

## Banking Level 1 and 2

I am a very hard and loyal worker that can start immediately.

### Preferred occupation      Administrative jobs

## **Contacts and general information about me**

Day of birth 1994-04-12 (31 years old)

**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 2013.10 iki 2021.01**

Company name **Lancet Laboratories**

You were working at: **Medical receptionist**

What you did at this job position? Accounts Department Switchboard Receptionist Stock control Shipment Banking Level 1 and 2

## Education

Educational period	<b>nuo 2008.01 iki 2012.12</b>
Degree	Grade 12 / Matric
Educational institution	Hoërskool Generaal Herzog
Educational qualification	Matric
I could work	In any administration posistion .

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent

### **Computer knowledge**

Outlook  
Word  
Excel  
PowerPoint  
Accsess

### **Conferences, seminars**

- Telephone etiquette
- Health and Safety
- Meditech
- Banking Level 2
- Receiving
- Interpersonal Skills
- HIV Counseling

### **Recommendations**

Contact person	Hannetjie Lensley
Occupation	Regional Admin Manager
Company	Lancet Laboratories
Telephone number	076 039 5215

### **Additional information**

Your hobbies	Love Reading Outdoor Activitavies Playing Musical Instruments
Driver license from	2016-03-00 (9 years)
Salary you wish	12000 R per month
How much do you earn now	10000 R per month