



Amelia Smit

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I order Nappies for Matron .monthly

I order stationery monthly

I make coffee for management throughout the day

I receive walk-ins, family members and management coming to see and meet their designated persons.

Preferred occupation
Good day. Administrators
Administrative jobs

Preferred work location
I am in search of any office admin, some finance, stock or archiving, debtors and creditors or Reception work.
West Rand
Centurion

Contacts and general information about me

Day of birth
Currently my duties, where I am good at are:
Gender
Residential location
I open and close files.
Telephone number
1977-04-02 (48 years old)
Female
Gauteng
Information is available only for registered users.
[Sign in](#)
I do reception
Email address
Information is available only for registered users.
[Sign in](#)

I receive money Additional information

Salary you wish
I send accounts monthly.
How much do you earn now
12000 R per month
9000 R per month

I send nappy accounts monthly.

I order medicine for Matron monthly at TransPharm

I mail prescriptions for the pharmacy sister weekly to the relevant pharmacies

I receive medicine daily and make sure the pharmacy sister receive it

I order PPE

I receive PPE

I hand out PPE