



Michelle Smit

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job in Occupational Health and Safety. I am currently doing my Occupational Health and Safety practitioner course and need full time employment due to practical hours that needs be completed.

I am a very goal driven and motivated person in my everyday life. I see myself as organized and like to get things done. I strive to become successful in my occupation that I have chosen and will do my best not to disappoint.

Preferred occupation	Student jobs
Preferred work location	North West

Contacts and general information about me

Gender	Female
Residential location	Rustenburg North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.03 iki 2022.01
Company name	Era Refrigeration and Air conditioning
You were working at:	Administrators
Occupation	Sales and admin
What you did at this job position?	I manage the counter sales and also do administrative work like invoicing and other office related work

Working period	nuo 2018.03 iki 2019.02
Company name	Jc Refrigeration
You were working at:	Administrators
Occupation	Admin and rep
What you did at this job position?	I represented the company at the mines, made sure to get safety files to be audit and office related work and admin

Education

Educational period	nuo 2001.01 iki 2012.12
Degree	Grade 12 / Matric
Educational institution	High school Rustenburg
Educational qualification	Grade 12

Languages

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

Computer knowledge

I am computer literate. It was one of my subjects in high school.

I have knowledge to work on Ms Word, Excell, little bit Pastel, Powerpoint.

Recommendations

Contact person	Jan Heevers
Occupation	Director
Company	Era Refrigeration and Air conditioning
Telephone number	0832351182
Email address	erarefrigeration@gmail.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-10-00 (11 years)
Salary you wish	10000 R per month
How much do you earn now	6000 R per month