



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	<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 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