



# 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 immediatly.

Preferred occupation

Administrative jobs

## Contacts and general information about me

Day of birth

1994-04-12 (30 years old)

Gender

Female

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

Occupation

Administration

What you did at this job position?

Accounts Department Switchbord 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 Hertzog
Educational qualification	Matric
I could work	In any administration position .

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Outlook  
Word  
Excel  
PowerPoint  
Access

### 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 Activities Playing Musical Instruments
Driver license from	2016-03-00 (8 years)
Salary you wish	12000 R per month
How much do you earn now	10000 R per month