



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: 1977-04-02 (47 years old)

Gender
Female

Residential location
I open and close files. Gauteng

Telephone number
Information is available only for registered users.
[Sign in](#)

Home reception
Email address
Information is available only for registered users.
[Sign in](#)

Additional information

Salary you wish
I receive money 12000 R per month

I send accounts monthly.
How much do you earn now 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