



# 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](#)

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

I receive money  
**Additional information**

Salary you wish  
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