



# 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

**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.*  
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**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