



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 West Rand
I am in search of any office admin, some finance, stock or archiving, debtors and creditors or Reception work.

Contacts and general information about me

Day of birth 1977-04-02 (47 years old)
Currently my duties, where I am good at are:

Gender Female

Residential location Gauteng

I open and close files.

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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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