



# Michelle Smit

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for a job in Occupational Health and Safety. I am currently doing my Occupational Health and Safety practitioner course and need full time employment due to practical hours that needs be completed.

I am a very goal driven and motivated person in my everyday life. I see myself as organized and like to get things done. I strive to become successful in my occupation that I have chosen and will do my best not to disappoint.

Preferred occupation                      Student jobs  
Preferred work location                      North West

## Contacts and general information about me

Gender    Female  
Residential location                              Rustenburg  
    North West  
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 2019.03 iki 2022.01**  
Company name                                    Era Refrigeration and Air conditioning  
You were working at:                              Administrators  
Occupation                                        Sales and admin  
What you did at this job position?            I manage the counter sales and also do administrative work like invoicing and other office related work

Working period	<b>nuo 2018.03 iki 2019.02</b>
Company name	Jc Refrigeration
You were working at:	Administrators
Occupation	Admin and rep
What you did at this job position?	I represented the company at the mines, made sure to get safety files to be audit and office related work and admin

### Education

Educational period	<b>nuo 2001.01 iki 2012.12</b>
Degree	Grade 12 / Matric
Educational institution	High school Rustenburg
Educational qualification	Grade 12

### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	very good	very good	very good

### Computer knowledge

I am computer literate. It was one of my subjects in high school.

I have knowledge to work on Ms Word, Excell, little bit Pastel, Powerpoint.

### Recommendations

Contact person	Jan Heevers
Occupation	Director
Company	Era Refrigeration and Air conditioning
Telephone number	0832351182
Email address	erarefrigeration@gmail.com

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-10-00 (10 years)
Salary you wish	10000 R per month
How much do you earn now	6000 R per month