

alice19

W: <http://www.worky.com/profile-alice19>

i have been working in admin for nearly 3 years, firstly in a solicitors office and presently in a veterinarian practice. i'm looking for more of a challenge.

Professional Experience

2008 - Present **receptionist/vet assistant**

Mainly reception duties i.e. meeting and greeting customers, orders, dealing with cash, keeping reception neat and tidy and any typing or filling that needs to be done. I also assist the vet with procedures with the animals and keep the kennels clean.

Key Skills animals, assist, Cash, clean, customers, Dealing with cash, Meeting and Greeting, orders, Reception, Tidy, typing
