



# Claudine Speelman

Curriculum Vitae (CV)

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

Switchboard operator, Receptionist, Administrator, Personal Assistant, Data Capturer

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Coast Western Cape

## Contacts and general information about me

Day of birth	1996-05-28 (29 years old)
Gender	Female
Residential location	West Coast Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.01 iki 2020.11</b>
Company name	Wesbank Secondary School
You were working at:	Secretaries
Occupation	Secretary Assistant
What you did at this job position?	<ul style="list-style-type: none"> <li>• Faxing • Copying • Photocopying • Data capturing • Closing of logsheets • Ordering stationary • Compiling data • Typing of data • Shredding of documents • Keeping attendance registers up to date • Take visitors and staffs temperatures before they enter the building • Capture screenings of learners, staff and visitors • Capture leave forms(LMS) • Filling leave forms • Make appointments for internal workers and external visitors • Keeping the reception area tidy • Scheduling of appointments • Screen and direct incoming calls (operate switchboard) • Make sure both expected and unexpected visitors are checked in and out of the office • Ensure that visitors are taken to their correct apartments • Provide refreshments to the manager and visitors • Taking messages for unavailable colleagues • Filling of documents • Working on the CEMIS system • Handling new Admission • Setting up appointments via email • Check for new emails • Managing the principal's diary • Receiving, sorting and ensuring posts are reaching their destination • Receiving of incoming documents • Responsible for the inspections of busses • Working with confidential information • Sort out problems on the employees payslips • Make sure payslips are handed out • Working with SASSA forms • Helping parents complete SASSA forms • Make sure all doors and windows are properly locked • Assisting with SGOS (Very confidential information on learners) • Inform Principal of incidents • Assisting financial officer • Providing information to social workers about learners • Scheduling meeting with both learner and parents, for school social workers • Retrieve information and provide information on various systems</li> </ul>

## Education

Educational period	<b>nuo 2010.01 iki 2014.11</b>
Degree	Grade 12 / Matric
Educational institution	Wesbank Secondary School
Educational qualification	Matric
Educational period	<b>nuo 2017.06 iki 2018.11</b>
Degree	Diploma
Educational institution	West Coast College
Educational qualification	Management Assistant N6
I could work	Administrator

## Languages

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

### Computer knowledge

Microsoft Word, Excel, Microsoft Office, Outlook

### Recommendations

Contact person	Zade Charles
Occupation	Learnership Participant
Company	Iron Women
Telephone number	0848099040

### Additional information

Your hobbies	Communicating Sing Dance
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-11-00 (5 years)
Salary you wish	Fair R per month