



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 (27 years old)
Gender	Female
Residential location	West Coast Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.01 iki 2020.11
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"> • 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

Education

Educational period	nuo 2010.01 iki 2014.11
Degree	Grade 12 / Matric
Educational institution	Wesbank Secondary School
Educational qualification	Matric
Educational period	nuo 2017.06 iki 2018.11
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 (3 years)
Salary you wish	Fair R per month