



Thumeka Julia Speelman

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for a Administration job,or Finace department.

Preferred occupation	Accountants Finance jobs
	Secretaries Administrative jobs
	Housekeepers Labour jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1968-02-19 (56 years old)
Gender	Female
Residential location	Port Elizabeth Eastern 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

Computer knowledge

QUALIFICATIONS

CURRENTLY STUDYING: N5, SUBJECT CFS (PASTEL) APPLIED ACC, ECO AND COST

SCHOOL: RUSSELL COLLEGE (P.E. COLLEGE)

PASS N4 IN FINANCIAL MANAGEMENT, SUBJECT PASS, NVC, COMM, APPLIED ACC AND CFS (PASTEL)

SCHOOL: RUSSELL COLLEGE (P.E. COLLEGE)

PASS NCV LEVEL 2, 3 AND 4 FINANCIAL MANAGEMENT

YEAR 2012-2014

SCHOOL: RUSSELL COLLEGE (P.E. COLLEG)

SUBJECTS PASS: FIN MANAGEMENT, ACC (PASTEL), NVC, ECO, ENG, MATHS LIT AND LO

SHORT COURSES: 2010 HOME BASED CARE, 2011 OFFICE ADMINISTRATION AND 2008 SECURITY
GRADE C

WORKING EXPERIENCE

2018- HOUSE CLEANING AND ALSO LOOKING AFTER 4CATS AND LOOKING AFTER THE HOUSE WHE
MY BOSS IS OUT OF TOWN. AND IM STILL WORKING THE ADRESS: IS 9 MADEIRA VILLAS,
HUMEWOOD, and SOUTH END 62000.

2010- I WAS WORKING FOR CLEANING SPECIALIST AND I WAS CLEANING SPOORNET OFFICES IN
HABOUR BUILDING.

2007- I WAS WORKING FOR REAKGONA CLEANING SERVICE, AND I WAS CLEANING SAA OFFICE IN
AIRPOT AND ALSO ASSIST WITH ANSWERING CALLS AND DOING STOCK TACKING EVERY END OF
THE
WEEK.

I AM TRUTHFUL AND HARD WORKER AND CHEERFUL AND PROFFESIONAL PERSONAL. I ENJOY A
GOOD CHALLENGE IN A SAFE AND ORGANOZED SET UP. I HAVE A KEEN EYE FOR DETAIL AND LIKE
THINGS TO BE NEAT AND IN WORKING ORDER. I TRUST IN THE POWER OF MANY HANDS THAT
WORK TOWARDS A GOAL. I CAN INSPIRE A GOOD WORKING VIBE AND COMMIT MYSELF UNTIL THE
JOB IS DONE TO MY BEST ABILITY AND HAVE THE ABILITY TO COPE UNDER STRESSFUL
CIRCUMSTANCES. I HAVE A VERY GOOD SENSE OF HUMOR ALSO I AM RESPONSIBLE AND KIND
HEARTED.

THANK YOU FOR TAKING TIME TO LOOK AT MY CV.

REFERENCES

1. LAUREN JESSUP, (CURRENT BOSS)

CELL NO: 083 228 6124

E-MAIL: kinibay 51 Telkom

2. Mrs BELWANA

CELL NO 071 917 6290

3. Mrs PINYANA (LECTURE)

CELL NO: 076 849 0571

CURRICULUM VITAE OF THUMEKA JULIA SPEELMAN

Additional information

ADDRESS: WVO 134 WESTVILLE

Salary you wish 6000 R per month

D.O.B: 19 FEB 1986

How much do you earn now 3500 R per month

ID NO: 8602190612080

MARITAL STATUS: SINGLE

DEPENDENT: ONE

RELIGION: CHRISTIAN

CHURCH: ASSEMBLE OF GOD

LANGUAGES: XHOSA, ENGLISH AND AFRIKAANS

CELL NO: 0788104870

E-mail: thumekaspeelman@gmail.com