



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 (28 years old)

Gender Female

Residential location West Coast
Western Cape

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 2019.01 iki 2020.11**

Company name Wesbank Secondary School

You were working at: Secretaries

Occupation Secretary Assistant

What you did at this job position? • 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 |