



Bernice Speelman

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently employed in the oil industry, I have lots of experience in other organisations. Underwriting, receptionist, administration, secretarial, Accounting, Logistics . Very eager to learn more . I am currently studying Logistics chain and supply management.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	East Rand Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1972-06-26 (52 years old)
Gender	Male
Residential location	Eden Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 1992.01 iki 1994.06
Company name	Tunley's mailing company.
You were working at:	Social media marketing
Occupation	Supervisor
What you did at this job position?	Delegation of work, quality control, workers times control system, administration duties.

Education

Educational period	nuo 1985.01 iki 1990.12
Degree	Grade 12 / Matric
Educational institution	M Hall Joosub Technical high
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Word document, Microsoft Windows, power point, SAP, Microsoft Excel sheet, Microsoft office, sacco system,

Conferences, seminars

I have attended professional Administration course, first aid, floor marshalling course and currently studying Logistics supply chain management.

Recommendations

Contact person	Mr Swarts
Occupation	branch management
Company	Tunley's
Telephone number	011 493 4000

Additional information

Your hobbies	Love part taking in marathons, watching soccer and rugby,
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2002-11-00 (21 years)
Salary you wish	28000 R per month
How much do you earn now	27000 R per month