



# 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> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 1992.01 iki 1994.06</b>
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	<b>nuo 1985.01 iki 1990.12</b>
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 (22 years)
Salary you wish	28000 R per month
How much do you earn now	27000 R per month