



Adrienne Kasper

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Yours faithfully.

Adrienne Abigail Kasper

Preferred occupation
Mrs. A A Kasper

Administrators
Administrative jobs

15 Hibusscus Street

Dispatchers
Administrative jobs

Kuruman

8460

Buyer
Administrative jobs

01 July 2019

Debtors clerk
Administrative jobs

Preferred work location
APPLICATION FOR POSITION: Administration position
Kuruman
Northern Cape

In response to your advertisement as placed on the internet, herewith my application for afore

Contacts and general information about me

Day of birth 1978-01-04 (46 years old)

Gender Male
My qualifications include a NQF level 6 in Public Sector Management a NQF level 5 in Supply Chain

Residential location Kathu
Northern Cape
Management and a NQF level 4 in secretarial. I have gained 16 years working experience in the

Department of Correctional Services, 2 years in Nutrition and in Finance and 14 years working
Telephone number *Information is available only for registered users.*

experience in Supply Chain, which include procurement, payments, posturing and transport. It

includes all the functions and key responsibilities recorded in your advertisement, with specific

reference to the field of, Purchase orders, Data capturing of stock receive, Data capturing of stock
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dispatch, Payments Ability to multi task, prioritize and organize work, finance and planning,

Accuracy and attention to detail, Advance Microsoft and Excel knowledge, Liaise with Service
Salary you wish 18000 R per month

Providers in respect of supply and delivery of goods procured. Logistical thought process and to
How much do you earn now 16000 R per month

work independently. I was appointed as Supervisor Supply Chain and accounting clerk at the
Department of Correctional Services. I was appointed as Stock Controller at Rockwell, to update
SYSPRO and control purchasing and stock via the system. I am currently unemployed.

I am a diligent worker and take pride in my work and I am sure that I can make a positive
contribution in your Department.

Should you wish to interview me, I am available at any time convenient to you and can be reached
at the following number: 0769177825 / 0829798561