



# 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

Kuruman

APPLICATION FOR POSITION: Administration position

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 these functions and key responsibilities recorded in your advertisement, with specific

Sign in

reference to the field of, Purchase orders, Data capturing of stock receive, Data capturing of stock

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

Providers in respect of supply and delivery of goods procured. Logistical thought process and to

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