

## Abridged CV for Ms BG Oss

### **Personal Information**

**Surname** : Oss  
**Names** : Bernice Gwendeline  
**DOB** : 04 September 1980  
**ID** : 800904 0228 085  
**Postal & Home Address** : 18 Geelvis Avenue, Bloemside, Heidedal, Bloemfontein, 9306  
**Contact Numbers** : 0728526571  
**Marital Status** : Married  
**Citizenship** : South African  
**Languages** : Afrikaans & English (Read, Write & Speak Fluently)  
**Dependants** : One Child

### **Educational Background**

<b>Completed Study 1998:</b> Senior Certificate (Gr 12) <b>Subjects:</b> Afrikaans, English, Biology, Business Economics, Accounting, Mathematics	<b>Current Study:</b> N. Dip. HR Management (2 <sup>nd</sup> year) <b>Subjects completed:</b> Human Resources Management 1, Business Management 3, Management of Training 2, Communication, Accounting for Personnel Practitioners, End-User Computing 1, Labour Law <b>Current subjects:</b> Human Resources Management 2, Industrial Relations 1
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### **Short courses and Workshops**

Microsoft PowerPoint 2007	August – September 2011
First Aid Level 1	June 2011
Telephone Skills Workshop	April 2011
Microsoft Office 2007 Basic	September 2010
Practical Business Skills 1	December 2009
Telesales	May 2007
Beginner's Course: South-Sotho	March 2003
Sunday School Leader	February 2000
Computer & Windows 1998	August 1998

## **Work Experience**

### **University Free State (UFS)**

#### **Assistant officer**

##### **Duties**

General office administration  
Orders and requisitions  
Adverts and appointments  
Coordinate meetings in the Division E-Learning  
Transport and Accommodation Arrangements (National and International)  
Guidance  
Self development  
16 February 2011 – till present

##### **Duration**

### **Central University of Technology, Free State**

#### **Vice Chancellor's Office**

#### **Secretarial Administrative Assistant**

##### **Duties**

General office administration and reception duties  
Photo copying, typing and filling of documents  
Scheduling of meetings  
Answering of telephones  
Compiling agenda for meetings  
Receiving and distribution of internal mail  
Retrieving of documents  
Generation of files  
Inconsistently manages the VC's dairy

### **International Office**

#### **Secretarial Administrative Assistant**

##### **Duties**

General office administration and reception duties  
Photo copying, typing and filling of documents  
Scheduling of meetings and answering of telephones  
Receiving and distribution of internal mail  
Compiling travel books and generating files  
Retrieving of documents  
Writing of requisitions and ensuring that money is paid  
Ordering of stationery and cartridges  
Requesting technical support when needed from IT  
Requesting maintenance when needed for office  
Ensure that accommodation for international visitors at the office is cleaned regularly  
Extending invitation letter to International Students  
Ensure that the international student's accommodation is cleaned and supplies are bought  
Assist the international student's with registrations & medical aid applications and queries  
Handling of daily queries for International Students  
Day to day contact and assistance to the international students

**Duration**

Ensure that outstanding rent from the international student's accommodation are paid to the CUT cashiers  
Checking apartments and equipment when the international students leave  
Act as an intermediary between international students, Medical Aid and the International Office  
Checking apartments and equipment when the international students leave  
08 January 2009 – 15 February 2011

**Reason for leaving**

seeking better opportunities

**CANSA  
Admin Assistant / Receptionist  
Duties**

Processing patients' grants  
Writing receipts for cash and cheques received  
Processed accounts on PASTEL for Medical Aid Claims  
Liaise with Cytology Lab for sample analysis  
Safe-keeping of money for Interim Home's daily sales  
Safeguard keys to the safe  
Handling of the Switchboard  
Receiving Incoming mail  
Assist with the Banking  
Responsible for Petty cash  
Ordering of Stationery  
Distribute mail and pamphlets to Regional Offices  
Typing correspondences for Interim Home  
Search for news articles about CANSA / CANSA Projects  
Bucks 4 Bed Project  
16 July 2008 – 15 September 2008  
Temporary

**Duration**

**Reason for leaving**

**Referees**

Mr Gavin Kester  
CANSA  
+27 (0) 51 444 2580

Dr Dawn van Gensen  
Central university of Technology  
+27 (0) 82 926 1899

Ms Natasja Theron  
Central university of Technology  
+27 (0) 51 507 3001