



Lebogang Makganye

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator, am very punctual, organized and dedicated. I have +-4 years of experience in the finance department, did a lot of companies office related work, dealt with creditors and handled head office queries. Am out and about, out spoken and eager to get back to work and do what I do best. Am computer literate and have used a few accounting systems.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Rustenburg North West
	Johannesburg Gauteng

Contacts and general information about me

Gender	Female
Residential location	Rustenburg North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.11 iki 2019.06
Company name	Aha Shepherds Tree Game ame Lodge
You were working at:	Finance officer
Occupation	Creditors Clerk
What you did at this job position?	Petty cash, Payroll, Accounts payable, Lodge admin

Education

Educational period	nuo 2013.06 iki 2015.07
Degree	Diploma
Educational institution	Orbit tvet college rustenburg campus
Educational qualification	Financial management
I could work	Reception and admin office

Languages

Language	Speaking level	Understanding level	Writing level
Setswana	very good	very good	very good
English	very good	very good	very good
isiZulu	good	basic	basic

Computer knowledge

Advanced

Additional information

Driver licenses	None
Salary you wish	15000 R per month