



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.11 iki 2019.06</b>
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	<b>nuo 2013.06 iki 2015.07</b>
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