



Lerato Galeng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an administration or a financial job opportunity in an organization. I am a punctual, intelligent and honest person who focuses on achieving a goal in life. I am friendly, confident, well determined and open to reason with good communication skills.

I am a self-motivated, positive person with leadership qualities and willing to serve in a humble professional way. I will be an asset to your establishment.

Preferred occupation	Administrators Administrative jobs
	Finance officer Finance jobs
Preferred work location	Postmasburg Northern Cape
	Kathu Northern Cape

Contacts and general information about me

Day of birth	1981-12-17 (43 years old)
Gender	Female
Residential location	Vryburg 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 2007.02 iki 2018.07
Company name	Department of Justice
You were working at:	Banking
Occupation	Finance Clerk
What you did at this job position?	Daily receipts of cash in the office, balancing of the bank statement. daily and monthly bank reconciliation reports.

Education

Educational period	nuo 2015.01 iki 2017.12
Degree	Degree
Educational institution	Mancosa
Educational qualification	Degree not completed BBA
I could work	In a financial and administration environment

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent

Computer knowledge

I have a computer skills certificate.

Recommendations

Contact person	Mrs Strauss
Occupation	Former Court Manager
Company	Department of Justice
Telephone number	0828500738

Contact person	Mrs Tswisane
Occupation	Court Intermediary
Company	Department of Justice`
Telephone number	0721422675

Additional information

Your hobbies	Reading Travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2006-02-00 (18 years)
Salary you wish	R25000.00 R per month
How much do you earn now	Self employed R per month