



# 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 (42 years old)
Gender	Female
Residential location	Vryburg 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 2007.02 iki 2018.07</b>
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	<b>nuo 2015.01 iki 2017.12</b>
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