



# Lerato Nteo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

As an enthusiastic and ambitious Senior Admin Clerk at Gauteng Department of Education. I believe in the 5 years I have acquired knowledge and skills. This will be a big step in my career field. I have experience in Provisioning and Administration for Institutions department that basically monitors and provides support, adding to it by providing financial assistance to Public Ordinary Schools on a daily basis. My position has shaped and prepared me to be a successful clerk and would fit perfectly in a Finance team. I bring a set of talents ,that I believe will be valuable to any organisation.

Throughout my journey I have learnt to draft submissions for the Education HOD for approval, provide trainings and assessments, assisting and monitoring schools with they monthly income and expenditure budget, reporting on a daily basis, provide administrative duties making phone calls to external stakeholder, emailing and provide support being the main objective and growth by applying the basic rule "Batho Pele Principle". My strength is I'm a people's person, ,eager, hard worker and excellent interpersonal and communication skills.

Preferred occupation	Finance officer Finance jobs
	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1987-02-24 (37 years old)
Gender	Female
Residential location	East Rand Gauteng
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>

## Additional information

Salary you wish	20000 R per month
How much do you earn now	12421,94 R per month