



Makokoane Beauty Lentsoane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a dedicated and experienced finance students, seeking challenging opportunities where i can fully use my experience, skills and knowledge. I am hard working and honest individual. I am punctual and motivated individual who can work in a very busy environment and produce high quality of work. I am an excellent team worker and can take instructions from all levels and build up good working relationships with all colleagues.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Gauteng

Contacts and general information about me

Gender	Female
Residential location	springs Gauteng
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 2022.06 iki 2023.10
Company name	Gauteng Department of Education
You were working at:	Administrators
Occupation	Finance and admin intern
What you did at this job position?	monitoring and evaluation of funds allocated to schools, Supply chain of the district

Education

Educational period	nuo 2020.01 iki 2021.12
Degree	Certificate
Educational institution	Ekurhuleni East Tvet College
Educational qualification	N6 Financial management

Educational period	nuo 2015.01 iki 2019.12
Degree	Grade 12 / Matric
Educational institution	Bopedi Bapedi Technical high
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	very good

Computer knowledge

Microsoft office
 SAGE PASTEL
 PASTEL PAYROLL
 PERSAL
 E-INVOICING
 SAP
 SRM
 BAS
 LOGIS
 P-CARD PROCUMENT
 SA SAMS

Conferences, seminars

N/A

Recommendations

Contact person	Nomthandazo Kok
Occupation	Assistant Director
Company	Gauteng Department of Education (Gauteng East District)
Telephone number	011 736 0831
Email address	Nomthandazo.kok@gauteng.gov.za

Additional information

Driver licenses	None
Salary you wish	+R5000 R per month
How much do you earn now	R2500 R per month