



Namedi Walter Ntsoane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Process and issue Rates Clearance Certificates and Subdivision/Consolidation Certificates
- Accurate and prompt recordkeeping and accounts on the Billing system
- Process the monthly Deeds Office registrations
- Receive and process all refund applications from other departments
- Conducting physical verification and utilization of Municipal properties
- Preparing clearing figures for the rates and taxes of individual's properties
- Issuing clearance certificates for the transfer of properties
- Ensuring that correct rates are charged for the correct categories of properties
- Prepare and process Billing system credits for refund
- Attend to customer and inter departmental enquiries
- Maintenance of valuation roll in the system
- Perform a wide variety of administrative duties as required by daily operations in the section
- Maintenance of valuation roll in the system

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1981-01-26 (43 years old)
Gender	Male
Residential location	Johannesburg 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

Additional information

Salary you wish	22000 R per month
How much do you earn now	16000 R per month