



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 *Information is available only for registered users.*
 [Sign in](#)

Email address *Information is available only for registered users.*
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Additional information

Salary you wish 22000 R per month

How much do you earn now 16000 R per month