



# **Ndanganeni Terence Ramatseya**

Curriculum Vitae (CV)

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

Warehouse/stores

Capturing of stores manual requisition

Assist in stock taking ,monitor stock margin

Issuing of stock items and verified goods received

Perform any other duties in relation to stores that may be assigned to the incumbent by supervisor and etc

Expenditures

Prepare payment vouchers

Scanning and faxing

Prepare bank reconciliation statement

Filling documents

Ensure the payment of creditors that orders have been issued ,invoice and delivery notes be certified and etc

Preferred occupation Banking  
Finance jobs

Preferred work location Pretoria / Tshwane  
Gauteng

**Contacts and general information about me**

Day of birth 1991-03-08 (33 years old)

Gender Male

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*

I ramatseya Nndanganeni terence i [Sign in](#) 9103086176081 1 was doing internship programme at

Frankfort municipality under budget and treasure (financial management) for the period of 2 years  
[Sign in](#)

**Work experience**

Working period **nuo 2014.11 iki 2016.10**

Company name Makhado municipality

You were working at: Jobs for students

Occupation (Acquisition and contract management) Internship

Attend briefing sessions and minutes therefore

What you did at this job position: deliver the service to the public  
Register quotations from R2000\_ R30000

**Languages**  
Register website quotations from R30000\_ R200 000

Language	Speaking level	Understanding level	Writing level
Filling documents for audit purpose and office reference			
Packaging tender documents and sell them to bidders			
Invite quotations			
Monitor and follow up on outstanding orders			
Assist in capturing databases and etc			

Tshivenda

fluent

fluent

fluent

### Computer knowledge

Computer literacy\_proficient performed with expectise Ms excel Ms word Ms presentation Ms Acces ,outlook and internets

### Recommendations

Contact person	Mr mathivha A
Occupation	Manager scm and stores
Company	MAKHADO MUNICIPALITY
Telephone number	0826892268/0155193044
Email address	Abrahamm@makhado.gov.za

### Additional information

Your hobbies	Playing soccer Watching news
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	4000 R per month