



# Mahlatse Aphane

Curriculum Vitae (CV)

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

Am a hard worker, fast learner and am willing to learn new skills to add value to the department .I adapt easily to change when I come across one, I can work under pressure as am dedicated to my job and make sure I give the good results as always an it's my duty to give all good in my work in order to achieve the organization missions. I adapt easily to change when I come across one and am not afraid to face challenges.Performing administration duties, doing procurement of goods and services, i.e. capturing purchase requisitions and orders, stock requests on SAP, variance report, cash flow estimation, reconciliations of statement and check commitments of expenditure monthly. Queries attend to queries re- unpaid and overdue invoices/follow up Invoices. Substance allowance-processing cheque requisition, petty cash, Journal entries, general office duties – photocopy, faxing and filling, emails - reply and draft emails, phone - answer phone (screen calls/take messages).

Preferred occupation	Accountants Finance jobs
	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	West Rand Gauteng
	Sedibeng Gauteng

## Contacts and general information about me

Day of birth	1995-01-04 (29 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 12000 R per month

How much do you earn now 2999 R per month