



# Sebina Caroline Mogoerane

Curriculum Vitae (CV)

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

### MY CAREER OBJECTIVES

I am currently employed at Masilonyana Local Municipality in Theunissen as a Senior Debtors Clerk I am young and energetic with an ambition of success. My education tenure has exposed me in working with people of different cultural backgrounds, which helped me to understand other people's opinions, leadership and decision making. Therefore in an employment situation I will be able to interlace, learn and become competent and competitive.

Preferred occupation	Finance managers Finance jobs
Preferred work location	Other Free State Free State

## Contacts and general information about me

Day of birth	1983-11-16 (40 years old)
Gender	Female
Residential location	Welkom Free State
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>

## Work experience

Working period **nuo 2015.06 iki dabar**

Company name MASILONYANA LOCAL MUNICIPALITY

You were working at: Debt collector

Occupation SENIOR DEBTORS CLERK

What you did at this job position? Executing procedures with respect to the receipting. Reconciling of rates and services related income, generating. Forwarding printouts of payments. Completing procedural forms for banking purposes daily. Oversee duties performed by the cashier Ensure that MFMA regulations are adhered to Attending to the printing and posting of consolidated bills to customers Updating of electronic payments. Allocating them to the debtors' accounts. Ensure that debtors accounts for municipal officials And councilors are closely monitored and prepare a report Ensure that other income sub ledger accounts is reconciled to general ledger (consumer deposit, rental of facilities, graves etc. Ensure that debtors control account for each service is reconciled to general ledger Attend to and address customer queries on payments of municipal accounts Responsible issuing and controlling of the manual receipt books in the revenue section Any other duties/tasks delegated by immediate superior or Chief Financial Officer.

Working period **nuo 2013.03 iki 2015.05**

Company name MASILONYANA LOCAL MUNICIPALITY

You were working at: Generals

Occupation FINANCE INTERN (EXPENDITURE)

What you did at this job position? Approving of requisition and purchase orders. Analyzing expenditure recording processes in attached documents. Ensuring accuracy before payment batch is imported to bi-online. Checking invoices if captured on pastel. Preparation of expenditure cash - flow projection. Ensuring compliance with the MFMA regulations. Creditor's reconciliation. Preparation of payments to be captured. Loading payment using cash focus ABSA Printing of audit trails

Working period **nuo 2008.01 iki 2013.02**

Company name CAPITEC BANK

You were working at: Sales consultant

Occupation SALES CONSULTANT

What you did at this job position? Client Services Gathering Client Information and Processing Credit Evaluation General Administration Marketing of Products Team Participation Bad Debts Collection Office Management

**Education**

Educational period **nuo 2008.01 iki dabar**

Degree Degree

Educational institution CENTRAL UNIVERSITY OF TECHNOLOGY

Educational qualification BACHELOR OF COMMERCE

I could work ANYWHERE

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
isiXhosa	very good	fluent	good

**Computer knowledge**

MICROSOFT OFFICE

**Conferences, seminars**

MFMP(MUNICIPAL FINANCE MANAGEMENT PROGRAMME) WITH WEINVEST

**Recommendations**

Contact person	MATHAPELO MOKALAKE
Occupation	BUDGET OFFICER
Company	MASILONYANA LOCAL MUNICIPALITY
Telephone number	0781545395
Email address	mathapelo.mokalake@gmail.com

**Additional information**

Your hobbies	READING SOCIALISING
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2009-08-00 (14 years)
Salary you wish	30 000 R per month
How much do you earn now	19 000 R per month