



# Lerato Galeng

Curriculum Vitae (CV)

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

I'm looking for an administration or a financial job opportunity in an organization. I am a punctual, intelligent and honest person who focuses on achieving a goal in life. I am friendly, confident, well determined and open to reason with good communication skills.

I am a self-motivated, positive person with leadership qualities and willing to serve in a humble professional way. I will be an asset to your establishment.

Preferred occupation                      Administrators  
Administrative jobs

Finance officer  
Finance jobs

Preferred work location                      Postmasburg  
Northern Cape

Kathu  
Northern Cape

## Contacts and general information about me

Day of birth                                      1981-12-17 (44 years old)

Gender    Female

Residential location                              Vryburg  
North West

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

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

## Work experience

Working period                                      **nuo 2007.02 iki 2018.07**

Company name                                      Department of Justice

You were working at:                              Banking

Occupation    Finance Clerk

What you did at this job position?      Daily receipts of cash in the office, balancing of the bank statement. daily and monthly bank reconciliation reports.

## Education

Educational period	<b>nuo 2015.01 iki 2017.12</b>
Degree	Degree
Educational institution	Mancosa
Educational qualification	Degree not completed BBA
I could work	In a financial and administration environment

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent

### Computer knowledge

I have a computer skills certificate.

### Recommendations

Contact person	Mrs Strauss
Occupation	Former Court Manager
Company	Department of Justice
Telephone number	0828500738
Contact person	Mrs Tswisane
Occupation	Court Intermediary
Company	Department of Justice`
Telephone number	0721422675

### Additional information

Your hobbies	Reading Travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2006-02-00 (19 years)
Salary you wish	R25000.00 R per month
How much do you earn now	Self employed R per month