



# Makokoane Beauty Lentsoane

Curriculum Vitae (CV)

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

I am a dedicated and experienced finance students, seeking challenging opportunities where i can fully use my experience, skills and knowledge. I am hard working and honest individual. I am punctual and motivated individual who can work in a very busy environment and produce high quality of work. I am an excellent team worker and can take instructions from all levels and build up good working relationships with all colleagues.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Gauteng

## Contacts and general information about me

Gender	Female
Residential location	springs 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>

## Work experience

Working period	<b>nuo 2022.06 iki 2023.10</b>
Company name	Gauteng Department of Education
You were working at:	Administrators
Occupation	Finance and admin intern
What you did at this job position?	monitoring and evaluation of funds allocated to schools, Supply chain of the district

## Education

Educational period	<b>nuo 2020.01 iki 2021.12</b>
Degree	Certificate
Educational institution	Ekurhuleni East Tvet College
Educational qualification	N6 Financial management

Educational period	<b>nuo 2015.01 iki 2019.12</b>
Degree	Grade 12 / Matric
Educational institution	Bopedi Bapedi Technical high
Educational qualification	Matric

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	very good

#### Computer knowledge

Microsoft office  
SAGE PASTEL  
PASTEL PAYROLL  
PERSAL  
E-INVOICING  
SAP  
SRM  
BAS  
LOGIS  
P-CARD PROCUMENT  
SA SAMS

#### Conferences, seminars

N/A

#### Recommendations

Contact person	Nomthandazo Kok
Occupation	Assistant Director
Company	Gauteng Department of Education (Gauteng East District)
Telephone number	011 736 0831
Email address	Nomthandazo.kok@gauteng.gov.za

#### Additional information

Driver licenses	None
Salary you wish	+R5000 R per month
How much do you earn now	R2500 R per month