



Namedi Walter Ntsoane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Process and issue Rates Clearance Certificates and Subdivision/Consolidation Certificates
- Accurate and prompt recordkeeping and accounts on the Billing system
- Process the monthly Deeds Office registrations
- Receive and process all refund applications from other departments
- Conducting physical verification and utilization of Municipal properties
- Preparing clearing figures for the rates and taxes of individual's properties
- Issuing clearance certificates for the transfer of properties
- Ensuring that correct rates are charged for the correct categories of properties
- Prepare and process Billing system credits for refund
- Attend to customer and inter departmental enquiries
- Maintenance of valuation roll in the system
- Perform a wide variety of administrative duties as required by daily operations in the section
- Maintenance of valuation roll in the system

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1981-01-26 (44 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish	22000 R per month
How much do you earn now	16000 R per month