



# Mono Elizabeth Koaho

Curriculum Vitae (CV)

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

I have gained years of progressively experience in finance department working as Senior Accounts Clerk, coding and allocating each payment invoices as per project and divisions codes, checking on available funds on our banks before payment is done. I have many of the skills that you are looking for.

I am currently working as Account Clerk at JET Education Services -NGO, mainly Accounts Payables and Accounts Receivables. I am capable of taking books to Trail balance, Reconciling Cashbook, General Ledger, Bank Statement, Payroll and Journals, Invoicing Debtor, Transferring money in different banks, and handling of Petty Cash. Reporting back every month on Project funds and Coaching and supervising interns.

Since I have a strong background of both Administration and Finance I do believe I am your best candidate and be grateful to be given the opportunity to expand on my skills and capabilities at an interview.

I am passionate about accounting field, I need to advance my career in this area. I believe the post at your company will offer me such opportunity and I am excited at the prospect of exploring this further. The skills and experience I have will make me to do the job effectively

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth	1967-05-15 (58 years old)
Gender	Female
Residential location	Johannesburg 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

You were working at:                      Builders

**Additional information**

Salary you wish	18500 to 22000 R per month
How much do you earn now	18500 R per month