



# Nndanganeni Terence Ramatseya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Warehouse/stores

Capturing of stores manual requisition

Assist in stock taking ,monitor stock margin

Issuing of stock items and verified goods received

Perform any other duties in relation to stores that may be assigned to the incumbent by supervisor and etc

Expenditures

Prepare payment vouchers

Scanning and faxing

Prepare bank reconciliation statement

Filling documents

Ensure the payment of creditors that orders have been issued ,invoice and delivery notes be certified and etc

Preferred occupation Banking  
Finance jobs

Preferred work location Pretoria / Tshwane  
Gauteng

### Contacts and general information about me

Day of birth 1991-03-08 (34 years old)

Gender Male

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*

I ramatseya Nndanganeni terence i [Sign in](#) 9103086176081 1 was doing internship programme at

Email address *Information is available only for registered users.*  
Makhado Municipality under budget and treasure (financial management) for the period of 2 years  
[Sign in](#)

### Work experience

Working period **nuo 2014.11 iki 2016.10**

Company name Makhado municipality

You were working at: Jobs for students

Occupation (Acquisition and contract Management)

What you did at this job position: Attend briefing sessions and minutes therefore deliver the service to the public

Register quotations from R2000 \_R30000

Register website quotations from R30000 \_R200 000

**Language Speaking level Understanding level Writing level**

Filling documents for audit purpose and office reference

Packaging tender documents and sell them to bidders

Invite quotations

Monitor and follow up on outstanding orders

Assist in capturing databases and etc

Tshivenda

fluent

fluent

fluent

### Computer knowledge

Computer literacy\_proficient performed with expectise Ms excel Ms word Ms presentation Ms Acces ,outlook and internets

### Recommendations

Contact person	Mr mathivha A
Occupation	Manager scm and stores
Company	MAKHADO MUNICIPALITY
Telephone number	0826892268/0155193044
Email address	Abrahamm@makhado.gov.za

### Additional information

Your hobbies	Playing soccer Watching news
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	4000 R per month