



Mahlatse Aphane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am a hard worker, fast learner and am willing to learn new skills to add value to the department .I adapt easily to change when I come across one, I can work under pressure as am dedicated to my job and make sure I give the good results as always an it's my duty to give all good in my work in order to achieve the organization missions. I adapt easily to change when I come across one and am not afraid to face challenges.Performing administration duties, doing procurement of goods and services, i.e. capturing purchase requisitions and orders, stock requests on SAP, variance report, cash flow estimation, reconciliations of statement and check commitments of expenditure monthly. Queries attend to queries re- unpaid and overdue invoices/follow up Invoices. Substance allowance- processing cheque requisition, petty cash, Journal entries, general office duties – photocopy, faxing and filling, emails - reply and draft emails, phone - answer phone (screen calls/take messages).

Preferred occupation	Accountants
	Finance jobs
Preferred work location	Administrators
	Administrative jobs
	Johannesburg
	Gauteng
	West Rand
	Gauteng
	Sedibeng
	Gauteng

Contacts and general information about me

Day of birth	1995-01-04 (30 years old)
Gender	Female
Residential location	Pretoria / Tshwane
	Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	12000 R per month
How much do you earn now	2999 R per month