



Juliet Evelyn Letsaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

1. I am confident that I would be a perfect fit for the position as my qualification, long experience in the SAPS and abilities precisely match your requirements.
3. Without wishing to sound boastful, I feel that I come to you with a background that is unique and distinctive from other applicants.
4. I possess a strong desire to build a career within your company and to learn more about how to successfully operate and manage functions.
5. These points coupled with my proven ability to act as a key point of contact in your company.
6. My core strengths include, but are not limited to the following:-
 - Having an approachable and professional manner at all times.
 - Continuously striving to improve practices, routines and systems.
7. For additional information about my capabilities please view my attached CV.
8. I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.
9. I thank you for your time and I look forward to hearing from you.

Preferred occupation

Administrators

Administrative jobs

Finance officer

Finance jobs

Secretaries

Administrative jobs

Personal assistant

Administrative jobs

Preferred work location Welkom
Free State

Contacts and general information about me

Day of birth 1973-03-26 (51 years old)
Gender Female
Residential location Welkom
Free State
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2001.03 iki 2018.01**
Company name South African Police Service
You were working at: Finance officer
Occupation Chief Accounting Clerk
What you did at this job position? Administer and control budget and coordinate expenditure. □
Maintain the budget and coordinate the expenditure of the station.

Education

Educational period **nuo 1988.01 iki 1992.12**
Degree Grade 12 / Matric
Educational institution Lephola High School
Educational qualification Grade 12
I could work yes I could work

Educational period **nuo 1998.01 iki 1999.12**
Degree Certificate
Educational institution Welkom Colleage
Educational qualification Management Assistant - N4 and N5
I could work Yes I could work

Educational period **nuo 2011.01 iki 2014.11**
Degree Diploma
Educational institution Central University of Technology - Free State
Educational qualification BPNDHL - National Diploma in HRM
I could work Yes I could work

Degree	Certificate
Educational institution	Oxbridge Academy
Educational qualification	Supply Chain Management
I could work	Yes I could work

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sesotho	good	good	good

Computer knowledge

1. Basic Microsoft Word
2. Basic Microsoft Excel
3. Internet research
4. Basic Microsoft Outlook
5. Basic Microsoft Powerpoint

Conferences, seminars

Courses

1. Reservist Training: Introductory Training of Reservist (2006)
2. Basic Financial Course (2007)
3. Sapol Claim Course (2012)
4. Basic Microsoft Word (2015)
5. Basic Microsoft Excel (2016)
6. Secretaries: Semi-Official Course (2017)
7. Budget Learning Programme Course (2017)

Workshops

1. Diversity (2002)
2. Sexual Harassment (2002)
3. Secretarial: Empowerment on Women (2004)
4. HIV & AIDS - Living Positively (2006)
5. Persal and Persap functions (2007)
6. POLFIN and Itineraries (2007)
7. Receipts of state money (2009)
8. Telephone Monitoring System - TMS (2015)

Recommendations

Contact person Mrs L.M.R Mokhobo
 Occupation Lieutenant Colonel
 Company South African Police Service
 Telephone number (057) 916 2459 / 082 311 9882 / 071 675 3944
 Email address fs.odendaalrus.fin@saps.gov.za

Contact person Mrs M.M. Radebe
 Occupation Captain
 Company South African Police Service
 Telephone number (057) 916 2405 / 073 812 7307
 Email address fs.odendaalrus.fin@saps.gov.za

Contact person Mr. M.J Nkonoane
 Occupation Deputy Campus Manager
 Company Central University of Technology - Free State
 Telephone number (057) 910 3505 / 072 112 1550
 Email address zimjuliet.jz3956@gmail.com

Additional information

Your hobbies 1. Surfing the internet for research and information.
 2. Reading newspapers and books for informative information.
 Driver licenses EB Articulated Light Vehicle \leq 3,500kg
 Driver license from 2006-11-00 (17 years)
 Salary you wish 12 000 R per month