



Edmund Fumani Ribisi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for finance managers, Office assistants or Payroll clerks. A highly competent and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Quick to grasp new ideas, concepts and to develop innovative and creative solutions to problems. Able to work on own initiative and can demonstrate the high level of motivation required to meet the tightest of deadlines. Well organized and proactive timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Enjoy being part of a successful and productive team and thrives in highly pressurized and challenging working environment.

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

Contacts and general information about me

Day of birth	1995-03-20 (30 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Education

Educational period	nuo 2014.02 iki 2015.09
Degree	Certificate
Educational institution	UNISA
Educational qualification	Higher Certificate in Adult Basic Education and Training
I could work	To facilitate training and do administrative office work

Educational period	nuo 2018.11 iki dabar
Degree	Diploma
Educational institution	UNISA
Educational qualification	Diploma in law
I could work	In labour disputes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	good	good	basic
Afrikaans	very good	very good	good
Sesotho	very good	good	good
isiZulu	good	good	basic
Xitsonga	very good	very good	basic

Computer knowledge

Microsoft Office

Conferences, seminars

NONE

Recommendations

Contact person	Mashoro Matlala
Occupation	Attorney
Company	MM Attorneys
Telephone number	0825707586
Contact person	Julia M Ribisi
Occupation	Accountant Creditors
Company	MECHEM
Telephone number	0725114138
Email address	julia@mechem.co.za

Additional information

Your hobbies	Running, Weight lifting, reading, listening to music
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-01-00 (7 years)
Salary you wish	10000 R per month