



Risima Mkansi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Team work and focus.

Preferred occupation Administrators
Administrative jobs

Preferred work location Thulamela
Limpopo

Contacts and general information about me

Day of birth 1997-04-24 (28 years old)

Gender Male

Residential location Giyani
Limpopo

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2020.02 iki 2020.11**

Company name Rosebank College

You were working at: Advertising sales executive

Occupation Brand Ambassador

What you did at this job position? Representing the brand positively in a multitude of settings. Assisting in content creation (ie. ... Participating in event marketing. Generating brand awareness through word-of-mouth marketing.

Working period **nuo 2022.04 iki 2022.12**

Company name ECG

You were working at: Secretaries

Occupation Secretary

What you did at this job position? answering calls, taking messages and handling correspondence. maintaining diaries and arranging appointments. typing, preparing and collating reports. filing.

Education

Educational period **nuo 2013.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution EPP MHINGA SECONDARY
 Educational qualification NSC
 I could work Yes

Educational period **nuo 2018.02 iki 2022.12**
 Degree Degree
 Educational institution Rosebank College
 Educational qualification Bachelor's of Business Administration
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
Setswana	good	good	good
English	fluent	fluent	fluent

Computer knowledge

High computer literacy, excel, Microsoft word, powerpoint etc

Additional information

Salary you wish 15000 R per month
 How much do you earn now R0-R50k R per month