



# 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 (27 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