



Lesego Msimanga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm flexible so I'm looking for a job in a mining industry as I want to expand my experience. It can be an Administrative job, Communication's related and any office work but I'd be happy to get other available positions in mining. I'm very comfortable with technology and I love experiencing new opportunities.

Preferred occupation

Administrators

Administrative jobs

Editors

Media, journalism jobs

Administration

Mining jobs

Office work

Mining jobs

Miners

Mining jobs

Preferred work location

Kathu

Northern Cape

Contacts and general information about me

Day of birth

2000-07-16 (24 years old)

Gender

Female

Residential location

Kathu

Northern Cape

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 2022.09 iki 2022.10**

Company name Legal Aid South Africa

You were working at: Marketing assistant

Occupation Communications Assistant

What you did at this job position? Check and summarise daily alert sent by Newsclip media. Check updates with Newspaper publications on advertorials. Drafting and editing communications copy (press release, articles etc) Maintaining appointments and calendars Update media lists and databases on a regular basis

Education

Educational period **nuo 2020.02 iki 2022.12**

Degree Diploma

Educational institution Rosebank College

Educational qualification Diploma in Public Relations

I could work Communication's department and as an Administrator

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | good | basic | basic |
| Setswana | good | good | basic |

Computer knowledge

I have used Outlook, Ms excel, Ms word, PowerPoint.

Recommendations

Contact person Godfrey Matsobe

Occupation Media and Marketing manager

Company Legal Aid South Africa

Telephone number 082 602 7199

Email address godfrey1@legal-aid.co.za

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2023-03-00 (1 years)

Salary you wish 10000 R per month