

# ANJUNET KEKANA

62 Darwin road, Wendywood, Sandton · +27823580369

[Kekana.anjunet@gmail.com](mailto:Kekana.anjunet@gmail.com)

I am seeking a role that allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as a good employee. I want to enhance my professional skills, capabilities, knowledge, and talent in an organization that recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

2019 – 2021

**SOCIAL MEDIA MANAGER**, BELIEVERS' LOVEWORLD SOCIETY

- Co-managing the society's social media pages.
- This included writing copy for posts and monitoring post engagement.
- Analyzing the company's digital marketing plan and social media strategy and identifying strategic weaknesses and making recommendations for improvements
- Setting key performance indicators (KPIs) for social media campaigns, such as targets for a certain number of shares or likes and measuring a campaign's performance against the KPIs

2021-2022

**TRANSCRIPTIONIST**, REV.COM

- Writing captions on videos, this included perfectly aligning the words to the audio.
- Transcribing audio to text.
- Editing AI-generated text to make it more grammatically accurate.

2022- To date

**ADMINISTRATIVE ASSISTANT**, THE HAVEN SOUTHERN AFRICA

- Planning travel arrangements, such as booking hotel, booking flight, hiring car and visa applications.
- Writing and compiling meeting minutes.
- Assisting with creating PowerPoint presentations.
- Compiling expense reports.
- Arranging meetings and sending out communications on behalf of the Director.

## EDUCATION

NOVEMBER 2019

**BSC HUMAN GENETICS**, UNIVERSITY OF PRETORIA

Majoring in molecular genetics and biochemistry

SEPTEMBER 2023

## SKILLS

- Proficient in Microsoft office
- Proficient in managing databases
- Content research and development
- Copywriting
- Following industry trends and sales forecasting
- JavaScript
- CSS
- HTML
- Web version control using Git
- API
- Effective time management
- Ability to work under pressure
- Creativity and problem solving
- Expressive communicator
- Fast learner

## REFERENCES

- BELIEVERS' LOVEWORLD SOCIETY
  - MANAGER: NKATEKO SOMBHANE
  - +27615448113
- THE HAVEN SOUTHERN AFRICA
  - DIRECTOR: KHOLOFELO NYAO
  - +27834778695