



RANKOLENG MAMMEKWA

RESEARCH ASSISTANT

Profile

With a background as an Administration Clerk and Research Assistant, I fuse analytical thinking and organized to work well within cross-functional teams. After recently acquiring my Generic Management accolades, I apply my well-rounded expertise to support strategic goals, improve workflows and collaborate meaningfully across departments.

EXPERIENCE

REASERCH ASSISTANT

IPSOS

2023 - 2025

- Data Collection
- Report Writing
- Presentation
- Market Monitoring
- Data Analysis
- Risk Assessment
- Collaboration
- Continuous Learning

ADMINISTRATION CLERK

Madulamoho Housing Association

2021 - 2023

- Maintaining Databases & Systems
- Managing Office Supplies
- Assisting with Basic Financial Tasks
- Scheduling Appointments & Meetings
- Providing Customer Service
- Processing Mail
- Colleague Collaborations
- Answering Phones & Emails

DATA CAPTURER

Aurum Institute

2019

- Data Verification
- Data Entry and Maintenance
- Handling Confidential Information
- File Organization
- Reporting
- Collaborating with other departments or individuals to ensure that data is correct and up to date

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- mologadiranko@gmail.com
- Gauteng, Midrand
- Code 10 | C1

EDUCATION

MATRIC

Zitikeni High School

2011

TERTIARY

Business Administration @ CBM Training

2023

Generic Management Level 4 @ Services Seta

2025

LANGUAGES

- English
- Northern Sotho
- Setswana
- isiZulu

REFERENCE

- Pakiso Maswanganyi - Research Analyst
068 052 5190
- Elizabeth Khumalo - Line Manager
073 882 1553
- Tumelo Mojela - Supervisor
082 709 3917