



## Europass Curriculum Vitae



### Personal information

First name Surname

**Mimma Brangi**

Tel.

+358 414 888 021

E-mail

mimma@brangi.net

www

[www.branqi.net](http://www.branqi.net)

Nationality

Finnish

### Work experience

Dates

From 08/08/2024 to 31/12/2024

Occupation or position held

Assistant

Main activities and responsibilities

Designing visual materials  
Creating layouts for guide books  
Updating website

Name of employer

Colores - The Finnish Colorectal Cancer Association

Type of business or sector

Non-profit organisation

Dates

From 26/08/2022 to 31/07/2023

Occupation or position held

System Support assistant

Main activities and responsibilities

Managing support ticket queue  
Entering and updating work order details in ERP software  
Creating new customers in ERP software

Name of employer

Accountor Services Oy, remote work via Eilakaisla

Type of business or sector

Financial management and payroll administration services

Dates

From 01/02/2014 to 31/12/2016

Occupation or position held

Assistant

Main activities and responsibilities

Designing websites  
Creating online shops  
Managing social media channels  
Writing instructions for CMS editors

Name and address of employer

Mirva Kanninen, Sammonkatu 20, 60120 Seinäjoki, Finland

Type of business or sector

Virtual assistant services

Dates	From 01/03/2013 to 31/01/2014
Occupation or position held	Data Entry agent FGII
Main activities and responsibilities	Registering invoices and claims in ABAC Registering purchase orders in ABAC Assets Registering bank accounts and legal entities in ABAC
Name and address of employer	Frontex, Rondo ONZ 1, 00-124 Warsaw, Poland
Type of business or sector	Finance and Procurement Unit
Dates	From 01/10/2011 to 30/06/2012
Occupation or position held	Financial assistant FGIII
Main activities and responsibilities	Initiating payments, commitments and de-commitments in ABAC Registering invoices and claims in ABAC Registering bank accounts and legal entities in ABAC
Name and address of employer	Frontex, Rondo ONZ 1, 00-124 Warsaw, Poland
Type of business or sector	Finance and Procurement Unit
Dates	From 01/08/2009 to 30/09/2011
Occupation or position held	Data Entry agent FGII
Main activities and responsibilities	Registering invoices and claims in ABAC Registering purchase orders in ABAC Assets Registering bank accounts and legal entities in ABAC
Name and address of employer	Frontex, Rondo ONZ 1, 00-124 Warsaw, Poland
Type of business or sector	Finance and Procurement Unit
Dates	From 10/05/2007 to 16/11/2007
Occupation or position held	Junior accountant
Main activities and responsibilities	Entering, processing, coding and filing invoices Matching invoices with purchase orders and goods receipt notes Preparing month end reconciliations Running weekly reports
Name and address of employer	Accenture Services Sp., ul. Sienna 39, 00-121 Warsaw, Poland
Type of business or sector	Financial Services
Dates	From 02/01/2006 to 31/10/2006
Occupation or position held	Customer service advisor
Main activities and responsibilities	Correcting billing errors and preparing payment agreements in SAP Entering and updating contract details in SAP Providing customer support for electricity users
Name and address of employer	Vattenfall Ltd., Patamäenkatu 7, 33900 Tampere, Finland
Type of business or sector	Electric utility
Dates	From 12/05/2004 to 31/08/2005
Occupation or position held	Reservation sales agent
Main activities and responsibilities	Providing support for loyalty program customers Dealing with reservation requests Handling accommodation arrangements
Name and address of employer	Best Western International, Via Vespucci 2, 20124 Milan, Italy
Type of business or sector	Travel/tourism

Dates	From 30/08/1999 to 31/03/2000
Occupation or position held	Technical support advisor
Main activities and responsibilities	Providing technical support for office equipment users Logging transactions into CRM system
Name and address of employer	Xerox Ltd, Ballycoolin Business Park, Blanchardstown, Dublin 15, Ireland

Dates	From 04/11/1998 to 12/02/1999
Occupation or position held	Project work
Main activities and responsibilities	Creating intranet (FrontPage) Training personnel to use intranet Creating instructions to use intranet Creating product quality checklist (Microsoft Access)
Name and address of employer	Lillbacka Corporation, Metallitie 4, 62200 Kauhava, Finland
Type of business or sector	Metal Industry

Dates	From 13/12/1993 to 31/07/1995
Occupation or position held	Technical support advisor/Marketing assistant
Main activities and responsibilities	Creating manuals for mobile data system users Creating marketing materials Providing technical support for mobile data system users
Name and address of employer	Mobitele Ltd, Lakalaivankatu 7, 33900 Tampere, Finland
Type of business or sector	Telecommunications

### Education and training

Dates	From 12/01/2023 to 11/01/2024
Title of qualification awarded	Visual Designer
Principal subjects	Graphic Design apps, typography, colors and vector graphics
Name of organisation providing education and training	Turun kesäyliopisto
Level in national or international classification	Additional training

Dates	From 01/02/2014 to 22/09/2015
Title of qualification awarded	Further Qualification in Audiovisual Communication
Principal subjects	Digital content producing
Name of organisation providing education and training	Turku Adult Education Center
Level in national or international classification	Additional training

Dates	From 15/09/2007 to 10/04/2008
Title of qualification awarded	Certificate of Completion
Principal subjects	Accounting
Name of organisation providing education and training	Oriveden Opisto, Orivesi, Finland

Dates	From 15/09/1995 to 10/05/1996
Title of qualification awarded	Certificate of Completion
Principal subjects	English
Name of organisation providing education and training	Aspect International Language School, San Diego, USA
Level in national or international classification	Additional training

Dates	From 15/09/1993 to 26/08/1994
Title of qualification awarded	Certificate in Technical marketing
Principal subjects	Marketing, written and oral communication, marketing communications and sales negotiation skills
Name of organisation providing education and training	Institute of Marketing
Level in national or international classification	Additional training

Dates	From 24/08/1990 to 08/05/1993
Title of qualification awarded	Technician Engineer level education
Principal subjects	Telecommunications
Name of organisation providing education and training	Riihimäki Institute of Technology
Level in national or international classification	Post-secondary education

**Computer skills and competences**

- good command of Joomla & WordPress
- good command of Canva
- basic knowledge of Adobe CC
- good command of SAP and MS Invoicing Tools
- good command of using MS Office and Internet tools
- good command of ABAC and ABAC Assets
- basic knowledge of AI tools

**Hobbies**

Mountain biking & plant-based cooking