



Khopotso Madela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have ample Sales and Marketing Administration and Events management experience and have been with Astron Energy/Chevron for 17 years. I thrive on going above and beyond the call of duty. I'm confident that I would bring many unique qualities to your company and provide many opportunities for improvement. I am reliable and consistent, have good communication skills and can complete tasks independently.

I have the following skills:

Travel Management

Events Calendar Management and Events Coordination

Digital Marketing

Budget versus Opex Management (SAP)

Recruitment and Selection processes

Employee Training Management

Purchase & Service Order and Invoice Management (ARIBA)

Company credit card reconciliation (Concur)

Microsoft Office

Diary Management

Project Management

Onboarding of new employees

I am available for an interview at your convenience.

Regards,

Khopotso Madela

074 217 0686

Preferred occupation

Marketing assistant

Ads, marketing jobs

Preferred work location

Johannesburg

Gauteng

Contacts and general information about me

Day of birth	1978-06-16 (47 years old)
Gender	Male
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

How much do you earn now	58092.25 R per month
--------------------------	----------------------