



Lomso Ntapane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Marketing Assistant

Consultant

Call centre agent

Administrator

Preferred occupation

Agents
Sales jobs

Preferred work location

Umtata / Mthatha
Eastern Cape

Contacts and general information about me

Day of birth 1993-01-24 (33 years old)

Gender Male

Residential location Umtata / Mthatha
Eastern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2021.02 iki 2021.09**

Company name Spar

You were working at: Store person

What you did at this job position? Kept products organized and made sure that each product is in excellent condition. Packed all the the products and made sure that the damaged product are removed. Assisted customers while they shop making sure that they get what the need with out having to go around the whole store. Assisted with receiving of stock. Assisted retirees with all their shopping

Working period	nuo 2017.04 iki 2020.04
Company name	Edcon
You were working at:	Marketing assistant
What you did at this job position?	<p>Managed the CNA marketing calendar to ensure it was kept constantly up to date for campaigns & instore promotions. Assisted with the signing-off process by the merchandise teams (buyers & planners) for all leaflets, catalogues and run of print ads in a timely manner based on the prescribed deadlines for completing the respective jobs. Assisted with the Point of Sale sign-offs to ensure that pricing and copy was correct prior to going to print and also prior to being sent to stores. Interacted with and managed from end-to-end the debriefing process for selected run of press and point of Sale jobs between both the agency and in-house designer (e.g. Mini back to school & Sale promotions). Managed the SMS, emailer & voucher briefing requests weekly, for the entire marketing team and ensured that these were loaded (1week prior to campaign beginning) onto the EDCON resource system (i.e. SAS). Managed collating & inputting the data into SAS i.e. target market info, send dates of campaigns, test contact info details, promotion/voucher duration periods, objectives of campaign etc. Compiled campaign analysis reports for the various SMSs, emailers, mini mailers & vouchers that ran. Worked with the customer insights team (data) to look at the performance of the post campaigns i.e. (Post mortem analysis.), to consider whether or not there was an uplift in sales based on the products advertised or vouchers redeemed as this report was included as part of the quarterly board pack that the Exec would talk to at those quarterly meetings. Assisted with the drafting of the CNA chain store comms on a weekly basis for the 168 stores. Assisted with updating of communication templates weekly. Assisted with sign off of store comms from the merchants and relevant product managers. Assisted with distribution of marketing elements (e.g. T-Shirts, Balloons & Ribbons) and loads SMSs as well for store openings and marketing events i.e. Hobby X Assisted with the allocation of store grids allocation & distribution of the required POS to stores. Assisted with approvals of POS and pricing call outs for both promotional and generic instore signage. Ensured that all respective SMS, mini mailer & POS jobs (where involved in) costs raised on our resource system for orders, (MRO) were in line with the marketing budgets approved by our marketing Exec. Worked closely with the finance team to raise orders for emailers, SMSs, mini mailers & POS jobs that ran together with the promotional campaigns.</p>

Education

Educational period	nuo 2014.01 iki 2015.12
Degree	Certificate
Educational institution	Lovedale College
Educational qualification	Management assistant

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

English

fluent

fluent

fluent

Computer knowledge

Microsoft Office

SAS - (EDCON resource for smses, emailers, mini mailers & vouchers).

Google Docs

MRO (EDCON resource system to raise orders)

Additional information

Driver licenses

EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2022-05-00 (3 years)

Salary you wish 5000 R per month