



# 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 (46 years old)
Gender	Male
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Additional information

How much do you earn now	58092.25 R per month
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