

# MAPHUTI KWENA MOSHUPYA

## PROFESSIONAL SUMMARY

Forward-thinking Professional leader versed in creating landing pages and tracking systems while analyzing and conversion to adjust marketing messaging. Strong knowledge of increasing brand awareness through targeted campaigns and engaging content.

## Tertiary Education

<b>Institution</b>	Ekurhuleni East TVET College
<b>Place</b>	Springs
<b>Course</b>	Marketing Management
<b>Qualification</b>	National N Diploma
<b>Year</b>	12/2019

## Educational Background

<b>School</b>	Manoe Secondary School
<b>Place</b>	Limpopo Province
<b>Highest Grade</b>	Grade 12 (Matric)
<b>Year</b>	12/2016



## Profile

**ID Number - 971128 5881 085**

**Date of Birth - 28/11/1997**

**Gender - Male**

**Marital Status - Single**

**Nationality - South African**

## Contact

- Phone** 072 257 4046 / 081 055 5239
- Email** maphutimoshupya@icloud.com
- Address** Midrand Gauteng 1632

## Skills

Microsoft Office

Interpersonal Skills

Time management

Problem-solving Skills

Strategic planning

Negotiation Skills

Communications management

## Professional Experience

<b>1</b>	<b>Company name</b>	Department of Defense (South African Air Force Headquarter Unit)
	<b>Position</b>	Marketing Communication Intern
	<b>Place</b>	Pretoria, Gauteng
	<b>Duration</b>	03/07/2023 - 28/06/2024

- Planning event details and aspects, including seating, dining, and guests.
- Track event attendance and generate post-event satisfaction surveys.
- Establishing and maintaining relationships with vendors and venues.
- Collaborating with internal teams to create engaging content for various communication channels.
- Conduct media relations to promote positive coverage of the South African Air Force.
- Facilitating communication between departments, suppliers, and relevant stakeholders by faxing necessary documents and maintaining documentation integrity.
- Obtain written quotes from suppliers.
- Complete requisition forms.
- Sending bulk SMSs to South African Air Force Headquarters employees and South African Headquarters unit employees.
- Support the marketing team in daily administration tasks.

### Secretarial Duties

- Provide a secretarial support service.
- Record appointments and events and manage the manager's diary.
- Receive telephone calls and refer to the correct role player.
- Provide secretarial functions in board meetings.
- Write/ type documents, memorandum, letters and reports.
- Compile agendas and take minutes during meetings.
- Compile minutes correctly..
- Arrange meetings and events.
- Identify venues, invite role players, organize refreshments and set up schedules for meetings and events.
- Collect all relevant documents for meetings.
- Liaise with travel agencies to make travel arrangements.

<b>2</b>	<b>Company name</b>	Ekurhuleni East TVET College Kwa-Thema Campus
	<b>Position</b>	Administrator
	<b>Place</b>	Johannesburg, Gauteng
	<b>Duration</b>	04/07/2018 - 06/12/2019
	<ul style="list-style-type: none"> <li>Entered and maintained departmental records in company database.</li> <li>Secured appointments with potential and existing clients including clients on EEC service offerings.</li> <li>Devised and implemented improvements to reporting procedures.</li> <li>Assisted executive leaders in decision-making procedures by creating daily reports to advise leaders on corrective actions and process improvements.</li> <li>Handled customer's queries and complaints through face to face and phone calls.</li> <li>Collected, validated and distributed information to employees.</li> <li>Conducted in-depth troubleshooting of program problems and employee concerns and recommended corrective actions to resolve issues.</li> <li>Handled customer's queries and complaints through face to face and phone calls.</li> <li>Developed revisions for systems and procedures by evaluating operational practices and identifying improvement opportunities.</li> <li>Attend external exhibitions to promote company services and offerings.</li> <li>Reduced record-keeping errors by precisely handling financial transactions, journal entries and accounts payable and receivable activities.</li> <li>Received incoming phone calls and emails, filing and taking minutes during engagement meetings.</li> </ul>	

## References

<b>1</b>	<b>Contact Person</b>	Lieutenant Colonel TMB Tseke
	<b>Relation</b>	Supervisor (South African Air Force)
	<b>Contact Number</b>	012 672 3911 / 012 672 3536
<b>2</b>	<b>Contact Person</b>	Sargent E.S Maunye
	<b>Relation</b>	Mentor (South African Air Force)
	<b>Contact Number</b>	012 312 2049 / 079 212 3778
<b>3</b>	<b>Contact Person</b>	Mr. Sifiso
	<b>Relation</b>	Placement Manager (Ekurhuleni East TVET College)
	<b>Contact Number</b>	011 730 6600