

CURRICULUM VITAE OF SIPHO VUKEYA

Personal Information

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|---------------|-------------------------------------|
| Name | : Sipho |
| Surname | : Vukeya |
| Phone number | : 074 570 4876 |
| Email Address | : Siphovukeya53@gmail.com |
| LinkedIn | : linkedin.com/in/siphovukeya |
| Home Address | : 26 Pearce Street, Olifantsfontein |
| Race | : African |
| Date of birth | : 2002-10-03 |
| Gender | : Male |
| Nationality | : South African |

Professional Summary

I am a Marketing Graduate with hands-on experience in advertising support, internal sales, and social media marketing. Skilled in coordinating promotional activities, managing stock, processing data on ERP systems, and ensuring accurate reporting. Strong attention to detail and excellent organizational skills.

Work Experience

Marketing & Social Media Manager (Volunteering)

Egolisquash Youth Empowerment – October 2024 - Present

- Coordinated and implemented marketing campaigns and events.
- Managed and updated all social media accounts, ensuring consistent branding and messaging.
- Produced marketing reports and maintained sponsor relationships.
- Increased engagement and audience retention through targeted advertising initiatives.

Internal Sales Representative

Veer Aluminium - November 2023 - October 2024

- Processed sales orders using EPICS ERP, ensuring stock accuracy and timely delivery.
- Collaborated with production teams to track progress, confirm lead times, and resolve delays.
- Prepared customer quotations and maintained accurate sales documentation.

- Built client relationships through professional communication and reliable service.

Barman (Part-time)

CBC Old Boys Memorial | Apr 2024 - Present

- Delivered excellent customer service in a high-pressure environment.
- Monitored and managed stock levels to meet demand during peak events.
- Maintained organization and accuracy in cash handling and stock control.

Education

Tshwane University of Technology - 2020 - 2023

Diploma in Marketing

Relevant Coursework: Professional Selling, Consumer Behaviour, Marketing Research, Digital Marketing

Almont Technical High School-2015 - 2020

Grade 12 (NSC)

Skills

- **Advertising & Marketing Support:** Campaign coordination, social media, promotional materials
- **Administrative Skills:** Proofreading, reporting, archiving, data management
- **Systems Knowledge:** EPICS ERP MS Excel, MS Word, MS PowerPoint
- **Retail & Sales Competence:** Customer engagement, stock control
- **Soft Skills:** Strong communication, time management, attention to detail, teamwork

Key Competencies

- Proven ability to manage deadlines under pressure.
- Excellent planning and workflow organization.
- Accurate and detail-focused in all administrative tasks.
- Collaborative mind-set, adaptable to change, and eager to learn.

References

Available on request.