



Daniel Choeu

Administrator and tour manager

📍 Endayen, Tembisa

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EDUCATION

Grade 12
Masiqhakaze
2007

Sound engineer
Sound engineering
2009 - 2011

SOFT SKILLS

- Communication Skills
- Organizational Skills
- Interpersonal Skills
- Problem-Solving and Critical Thinking
- Adaptability and Flexibility

SKILLS

Windows office



Booking and Reservation



Technical Proficiency



Database Management



Compliance and Regulation.



EXECUTIVE SUMMARY

Highly skilled **Tour Manager** and **Administrator** with 8 years of proven experience in coordinating seamless operations, managing teams, and delivering exceptional organizational support. Adept at handling the logistical complexities of tours while ensuring administrative efficiency in dynamic and fast-paced environments. Demonstrates outstanding leadership, problem-solving, and communication skills to achieve goals and exceed expectations.

EXPERIENCE

Jet store
Tembisa Plaza Cashier 2012-2015

Retail cashier and stockroom work experience involves a combination of customer service, operational efficiency, and organizational skills..

Maximum Stylez Records & Publishing

Kelvin Sandton | 2016 - present

Tour manager experience involves overseeing and coordinating the logistics, operations, and overall success of tours for artists, bands, theatrical groups, or other performers. The role requires a mix of organizational skills, problem-solving, and interpersonal abilities..

JR choeu Express & coaches

Tembisa | 2011 - 2014

Administrator work experience typically involves overseeing and managing the operations of an organization, department, or specific area of responsibility.

CERTIFICATES

- Maximum Stylez Records & Publishing 8 years excellent service