

Martha Khumalo

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Project Coordinator

Experienced Project Coordinator and Project Administrator with a strong background in supporting project planning, execution, and reporting. Skilled in coordinating teams, managing documentation, and ensuring compliance with project timelines and budgets. Adept at maintaining efficient workflows and fostering clear communication across departments. Highly organized, detail-oriented, and committed to delivering quality outcomes in fast-paced environments.

Skills

- Project planning and scheduling
- Stakeholder management
- Document control & reporting
- Procurement & supplier coordination
- Time and resource management
- Process Improvement

Experience

Project Administrator

Aug. 2024 - Present

ABDC Holdings

- Stakeholder management and communication
- Project document control
- Project progress monitoring & scheduling
- Risk management and mitigation

Project Coordinator

Mar. 2022- July. 2024

123 Holdings

- Project progress monitoring
- Project budgeting
- Stakeholder management

Education

BCom Project Management

Feb. 2016-Nov 2018

University of Johannesburg

- Strong mathematical and analytical skills.
- Process mapping and control
- Reporting and writing.

CAPM Certification

Sep. 2025

Project Management Institute

- Life skills
- Professional skills and writing
- Math skills