



Rendani Salthiel Tshivhase

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Manager Position in any Travel related sector / Travel office of any organization .

I have been working in Travel Agencies for more than 14 years however it will be great for me if I can explore this tourism or Travel industry to another level by getting assistance for find a job in other sector of this industry like Embassy , State own companies , parastatals , government and other sectors of the economy that have opportunities of me to serve and assist the people of South Africa and abroad .

I am highly qualified with National Diploma in Tourism and BA degree Human social and studies) in Public Administration and Communication facilitation) .

My principle of life is to respect my Job and also to abide by the rules and regulations of each organization for the benefit of humanity and self .

All of that is achieved by observing all protocols stated and by doing the right things (integrity) at all times guided by the spirit of ubuntu and the all mighty god .

Preferred occupation	Office manager
	Other jobs
	Manager at Travel office Tourism
	Other jobs
Preferred work location	Pretoria / Tshwane
	Gauteng
	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1977-10-25 (46 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users.

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Email address

Information is available only for registered users.

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Work experience

Working period	nuo 2007.12 iki 2020.07
Company name	Travel with Flair
You were working at:	Other jobs
Occupation	Operations Manager
What you did at this job position?	<p>Work Experience Position : Operations Manager (Afterhours division) Employer : Travel with Flair Duration : From April 2014 until March 2017 & 01 April 2019 Until 31 July 2020. Total Duration : From December 2007-31 July 2020 (working for Travel with flair) MY RESPONSIBILITIES AS AFTERHOURS MANAGER - Managing and monitoring of consultants - Conflict management and resolution strategy for clients and consultants - Managing all offices of Travel with flair (national) and assist to process all travel requirements afterhours - Liaise with all departments of the company: in houses, finance, sales and marketing, human resources, and key account management - Control Galileo and travel software to align with company policy - Participate in the strategic planning and competitive positioning of the business, supplier relations and negotiations - Managing and monitoring support staff functions and performance. - Work with directors and other managers from different offices of travel with flair to bring about a quality control system to ensure that high customer satisfaction and rapid turnaround times. - Provide strategic leadership and direction with respect to policies and procedures related to Travel with flair afterhours department - Handling of queries and complaints from suppliers, negotiating and referring them to different division in our organization to enhance best service delivery. : Transnet Operational Manager (TCC and TFR) : Travel with Flair : From 01 March 2017 until 31 March 2019 MY RESPONSIBILITIES AS TRANSNET OPERATIONAL MANAGER - Managing and co-ordinate all programs of the office. - Drafting reports for Manco (management meeting) to discuss with other Managers. - Conducting Operational meetings with clients and conduct meetings internally. - Guide clients with Transnet Travel policies (processes and procedures). - Conducting meeting with different departments of Transnet to discuss Service level agreement regarding compliance. - Organizing meetings with Transnet and establishments in different regions to choose accommodation for book offs. - Negotiates rates with suppliers on behalf of our client Transnet (to get cheapest Available rate that can save cost for their organization) - Participate in the strategic planning and competitive positioning of the business, supplier relations and negotiations - Managing and monitoring support staff functions and performance. - Work with directors and other managers from different offices of travel with flair to bring about a quality control system to ensure that high customer satisfaction and rapid turnaround times. - Provide strategic leadership and direction with respect to policies and procedures related to Travel with flair afterhours department - Handling of queries and complaints from suppliers, negotiating and referring them to different division in our organization to enhance best service delivery Position : Team Leader (Department of Justice and Constitutional development) (Junior Management) Employer :</p>

Travel with flair Duration : From Dec 2007until March 2014
 PURPOSE OF THE JOB To render travel services to clients Jobs
 objective of a Travel Advisor - Receive and execute the
 required travel bookings in terms of the approved travel
 request - Make domestic flights reservations and also assist
 with international reservations - Make car reservations - Make
 accommodation reservations - Provide preliminary flight details
 and bookings - Executive general admin duties - Executive and
 hoc tasks as allocated - Domestic refunds - Re-issue and re-
 routing of tickets - Revalidation of issued tickets (domestic and
 international) MY RESPONSIBILITIES AS A TEAM LEADER To
 ensure customer satisfaction, enhance profitability, and be
 able to manage and assist the consultants with their workflow.
 Key performance areas: - Provide guidance to consultants in
 issuing tickets, insurance, exchange and other related
 travelling documents - Monitor the ques and communicate with
 consultants for any other changes within the travelling
 industries - Ensures that consultants are using the right
 negotiated deals with all preferred suppliers - Monitor the
 response time to the clients i.e. respond within two hours after
 receiving the request - Handle the VIP list for Department of
 Justice - Print the voucher registration list daily/before 09:00 to
 give to the consultants and make sure that they submit
 orders/VA26 before 10:00 - Distribute query and L- accounts to
 the consultants

Working period **nuo 2007.06 iki 2007.11**

Company name Magic Travel

You were working at: Other jobs

Occupation Senior Travel advisor

What you did at this job position? Travel services

Working period **nuo 2003.12 iki 2007.05**

Company name Wings Corporate Travel

You were working at: Other jobs

Occupation Travel Consultant

What you did at this job position? Travel services

Working period **nuo 2003.09 iki 2003.11**

Company name Department of Labour Pretoria

You were working at: Data capturers

Occupation Data capturer

What you did at this job position? Responsibilities - Capturing of employment equity - Filling of
 reports - Locking of queries - Quality control - Printing
 acknowledgment letters - Helpdesk

Working period	nuo 2001.12 iki 2003.09
Company name	Telkom SA
You were working at:	Data capturers
Occupation	Data Captures
What you did at this job position?	Responsibilities - Verifying of overtime, leave and leave encashment forms - Using SAP R/3 for capturing, verification and rectification of personal details of employees. - Using SAP R/3 for checking transactions on the systems, modifying and updating files - Filling and faxing of documents - Handling leave and overtime queries verbally and telephonically.

Education

Educational period	nuo 2010.01 iki 2013.05
Degree	Degree
Educational institution	University of South Africa
Educational qualification	Bachelor of Arts (Human and social Studies) in Public administration and communication facilitation
I could work	Yes

Educational period	nuo 2002.01 iki 2005.06
Degree	Diploma
Educational institution	Tswane North College (Pretoria College - Arcadia)
Educational qualification	National Diploma Tourism
I could work	Yes

Educational period	nuo 1991.01 iki 1996.04
Degree	Grade 12 / Matric
Educational institution	Mphaphuli High school (Limpopo) under Dept. of Education
Educational qualification	Grade 12/ Matric
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Tshivenda	fluent	fluent	very good
Afrikaans	basic	basic	basic
Sesotho	very good	good	basic
Sepedi	good	good	basic
Setswana	good	good	basic
isiXhosa	basic	basic	basic

Computer knowledge

Galileo certificate, Amadeus certificate, Computer literacy and office administration (Typing, Basic windows environment, Microsoft word, Microsoft excel , internet and effective business communication) .
E-mails and outlook experience .

Conferences, seminars

Emotional intelligence seminars , Transitional Leadership Programme , HIV and Aids awareness , Telephone etiquette workshops, Customer care workshops and Department of Labour advanced training course on Managing day to day issues/ problem employees by Director Tinus Boshoff and Managing Director Andre Claassen (SA Labour Guide)

Recommendations

Contact person	Ms. Noma Tshabalala
Occupation	Operations Manager (SARS account)
Company	Travel with Flair
Telephone number	Cell: 072 192 9928, Tel 012 424 3300
Email address	Nomat@twf.co.za

Contact person	Ms. Ulene Mitchell
Occupation	National Head of Human Resources
Company	Travel with Flair
Telephone number	Cell: 0835664 777, Tel 012 424 3300
Email address	ulenem@twf.co.za

Contact person	Mr. Malesela Chuene
Occupation	Head of Operations
Company	Indigo Travel
Telephone number	Cell: 0728313080, Tel 0114473144
Email address	Maleselan@indigotravel.co.za

Contact person	Mr. Caiphus Nthambeleni
Occupation	Head of Operations
Company	Travel with flair
Telephone number	Cell: 072 316 1595, Tel 012 424 3300
Email address	Caiphusn@twf.co.za

Additional information

Your hobbies	Watching TV -documentaries and world news , reading books -especially leadership books and motivational news , jogging, always motivating people and counselling .
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Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	1996-05-00 (28 years)
Salary you wish	35000.00 R per month
How much do you earn now	35000.00 R per month