



# Thobekile Nomcebo Mkize

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for receptionist position, I have good experience and communication skills are effective. I easily adapt to new environment, I'm very motivated confident friendly individual and I'm willing to learn and I'm always open for ideas I don't feel offended given the MDP skills I have which includes (Emotional Intelligence, Coaching and Mentoring, Employee Engagement, Leadership Development Program, Conflicts to collaboration and finance to non Financial manager) which I'll be grateful to share with the team

Warm regards

Thobekile

Preferred occupation	Receptionists Hotel jobs
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## Contacts and general information about me

Day of birth	1985-12-09 (38 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.04 iki 2021.02</b>
Company name	Sterkinekor
You were working at:	Manager
Occupation	Junior Manager
What you did at this job position?	Managing Cinema operations and team, motivate and inspire to obtain good results ensuring all operational efforts are achieved, work towards strategies and objectives Liaise with Complex manager and team of any challenges maintaining effective communication, deal with guests queries, complain, maximizing guests satisfaction, receiving and checking fd

**Education**

Educational period	<b>nuo 2012.02 iki 2013.02</b>
Degree	Certificate
Educational institution	The City and Guilds of London Institute
Educational qualification	IVQ
I could work	Understand and I don't combine work and personal issues

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent

**Computer knowledge**

Intuition College, Microsoft office advance, internet, email and excel

**Recommendations**

Contact person	Melvin
Occupation	Line manager
Company	Sterkinekor
Telephone number	0710677380

**Additional information**

Your hobbies	Reading,poetry session and valley ball
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	3000 R per month