



# Nolwazi Fione Mokoena

Curriculum Vitae (CV)

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

As highly, motivated and dedicated as i am with strong interpersonal and communications skills.

I have personal attributes that i believe make me suitable for this position including customer service.

I am aware that you will receive a large number of applications but i will very much appreciate the opportunity to demonstrate my capabilities to you.

I believe i have a lot to offer to your organization, i am keen to develop a professional skill and look forward to discussing my application with you at an interview.

Thanking you in advance for your time.

Kind Regards

Nolwazi Mokoena

Preferred occupation

Shop assistants  
Retail, store jobs

Receptionists  
Hotel jobs

Receptionist  
Administrative jobs

Preferred work location

Hazyview  
Mpumalanga

Mbombela / Nelspruit  
Mpumalanga

Bushbuckridge  
Mpumalanga

## Contacts and general information about me

Day of birth 2000-02-02 (25 years old)

Gender Female

Residential location Mpumalanga

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period	<b>nuo 2021.06 iki 2023.04</b>
Company name	Kruger Park Lodge
You were working at:	Receptionists
Occupation	Front of house
What you did at this job position?	Greet And Welcome guest ,Provide accurate information, Answer, screen and forward calls, Making bookings ,Creating pit list for housekeeping department, Arranging Couriers ,Operating Payment Point Promoting services and special offers, Dealing with enquiries and in person and Dealing with refunds and payment

## Education

Educational period	<b>nuo 2019.01 iki 2020.12</b>
Degree	Certificate
Educational institution	Nkangala Tvet College
Educational qualification	Tourism Management N6

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
SiSwati	very good	fluent	very good
Sesotho	good	good	basic
Xitsonga	good	good	basic

## Computer knowledge

typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer. Word processing software.

Spreadsheet software.

Presentation software.

Email management.

Data entry.

Digital calendars.

Video conferencing.

Social media management.

## Recommendations

Contact person	Mr Ally Fankomo
Occupation	Duty Manager
Company	Kruger Park Lodge
Telephone number	+27826337028
Email address	kpldm@legacyhotels.co.za

#### **Additional information**

Your hobbies	Writing, Learning And Marketing
Driver licenses	None
Salary you wish	R5000 R per month