



Anda Flatela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a reception Job. I have two years experience on the reception position. I have exceptional personal, transferable and technical skills that may be useful in any working environment. Actively seeking for an entry level position where I can utilise my extensive skills, knowledge and experience. I strive to work to the best of my abilities to achieve work objectives and contribute to the team success through hard work.

Preferred occupation	Receptionists Hotel jobs
Preferred work location	Bloemfontein Free State
	Kimberley Northern Cape

Contacts and general information about me

Day of birth	1997-07-30 (28 years old)
Gender	Female
Residential location	Bloemfontein Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.09 iki 2019.12
Company name	President Hotel
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Answering and directing phone calls. Sending and replying to emails. Do reservation using guest manager and hotelier.check in and out of guests on the system. Keep records and maintain filing system. Able to verify payments

Education

Educational period **nuo 2016.01 iki 2017.06**

Degree Certificate

Educational institution Motheo Tvet college

Educational qualification N6 Tourism and Traveling

I could work Yes

Educational period **nuo 2015.01 iki 2015.12**

Degree Grade 12 / Matric

Educational institution St. Teresa senior secondary school

Educational qualification National senior certificate

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	very good	very good
Sesotho	very good	very good	good

Computer knowledge

Computer literate, proficient in using Microsoft office

Administrative/Secretarial skills, Good telephone etiquette, filling skills

Recommendations

Contact person Lethiwe Mthembu

Occupation Housekeeping supervisor

Company President Hotel

Telephone number 0710050497

Additional information

Your hobbies Learning new skills
Learning new languages
Reading and writing

Driver licenses None

Salary you wish 8000 R per month

How much do you earn now N/A R per month