



Ashley Merle De Vries

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a fun and friendly person, I'm honest and punctual, I work well in a team but also on my own as I like to set myself goals which I will achieve, I have good listening and communication skills. I have a creative mind and am always up for new challenges. I am well organised and always plan ahead to make sure I manage my time well.

Preferred occupation Receptionists
 Hotel jobs

Secretaries Administrative jobs

Secretaries

Administrative jobs

Contacts and general information about me

Day of birth 1975-01-27 (51 years old)

Residential location Port Elizabeth
Eastern Cape

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 **nuo 2013.03 iki 2017.04**

Company name Walk & See More (Pty) Ltd

You were working at: Other jobs

Occupation

What you did at this job position? Social Media marketing & advertising Guided tours, Compiling company catalogues, Photography, Booking tours

Working period	nuo 2012.07 iki 2013.02
Company name	Amble Inn Guest House & Conference Centre
You were working at:	Receptionists
Occupation	Front Desk Manager
What you did at this job position?	Controlling the availability of rooms and handling all reservations, handling guest arrivals and departures as well as information requests, Overseeing the duties of housekeeping and laundry, Accommodating the needs of in-house guests, Handling accounting and billing, invoicing and quotations, Filing daily end of days (night audits) as well as other documents such as register cards, debtors and invoices, Petty cash on Micros Opera as well as on Excel In charge of all bookings for all conferences, weddings and other functions, Managing and working in the bar for all functions. Including till floats, cashing up and restocking the bar, Liaising with Tourvest regarding vouchers and payments
Working period	nuo 2006.01 iki 2012.02
Company name	Themba Consulting Engineers
You were working at:	Engineers
Occupation	Personal Assistant
What you did at this job position?	Diary management, setting up meetings, liaising with attendees, subject to diary constraints, occasionally assisting management at meetings, Assisting with report-writing, preparation of documents, laying out the documents with various computer programmes and document editing, Market research as well as online registrations and purchases, Making travel arrangements, booking tickets, Filing and record-keeping, compiling receipts, invoices and financial information, co-ordination of post, Looking after the running of the office while management was away, Dealing with phone calls and email queries, Organisation of events

Education

Educational period	nuo 1990.01 iki 1994.12
Degree	Grade 12 / Matric
Educational institution	Empangeni High School
Educational qualification	English, Afrikaans, Biology, Art, Home Economics, Typing
Educational period	nuo 2017.04 iki 2017.05
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Business Success
Educational period	nuo 2017.04 iki 2017.05
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Career Advancement

Educational period	nuo 2017.03 iki 2017.04
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Sales
Educational period	nuo 2017.03 iki 2017.04
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Psychology of Sales
Educational period	nuo 2017.03 iki 2017.04
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Children's Nutrition
Educational period	nuo 2017.05 iki 2017.09
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Diploma in Social Media Marketing
Educational period	nuo 2017.04 iki 2017.09
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Digital Marketing
Educational period	nuo 2017.06 iki 2017.12
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Photography
Educational period	nuo 2017.04 iki 2017.08
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	English
Educational period	nuo 2017.05 iki 2017.10
Degree	Diploma
Educational institution	Shaw Academy
Educational qualification	Entrepreneurship

Educational period	nuo 2017.02 iki 2017.05
Degree	Diploma
Educational institution	SA Specialist
Educational qualification	Tourism infrastructure

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	basic

Computer knowledge

Micros Opera, Microsoft Word, PowerPoint, Excel, Internet, Outlook Express

Recommendations

Contact person	John Vermaak
Occupation	Owner
Company	Amble Inn Guest House & Conference Centre
Telephone number	0824450050

Additional information

Your hobbies	Photography, Wildlife & Nature Conservation, Extreme Adventure Sports, Hiking, Jogging, Creative Hobbies
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2002-01-00 (24 years)