



Stacey Koopman

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative

General Admin

Receptionist

Office Management

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Cape Winelands
Western Cape

Northern Suburbs
Western Cape

Contacts and general information about me

Day of birth 1989-07-25 (36 years old)

Gender Female

Residential location Cape Winelands
Western Cape

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2011.12 iki 2013.06**

Company name Protea Hotel Stellenbosch

Occupation Receptionist

What you did at this job position? -Handling of complaints -Check in -Check out -Direct Billings
-Currency exchange -Refunds -Keep GUEST satisfy -Take payments -Data Capturing -Switchboard -Taking and forwarding messaging -Issuing of receipts for deposits paid
-Updating profiles -Work under pressure -Independent decision making -Clear and friendly voice -Making of individual Reservations -Ordering of stock

Working period	nuo 2013.12 iki 2014.06
Company name	Protea Hotel Stellenbosch
Occupation	Reservations Agent
What you did at this job position?	- Making of Reservations - Downloading Profiles from travel groups - Editing online reservations - Doing Direct billings - Editing profiles - Sending out Quotes - Sending out Invoices - Confirming Reservations
Working period	nuo 2014.06 iki 2015.06
Company name	Afriplex /Doehler South Africa
Occupation	Front Office Administrator
What you did at this job position?	Reception Duties -Ordering of Stationary -Switchboard -Access control Logs -Data capturing -Insert training onto data base of completed training of individuals -Convey of messages -Helping out Management with individual duties -Bookings of Meetings -Sending out meeting requests -Ordering of cleaning detergents -QC data capturing -Bottling Reports input IT Management

Education

Educational period	nuo 2007.02 iki 2009.12
Degree	Certificate
Educational institution	Northlink College Bellville
Educational qualification	Business Management NQF Level 4

Languages

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

Computer knowledge

- Microsoft Office Excel / Word
- Microsoft Office PowerPoint
- Microsoft Office Outlook
- Internet
- Opera

Recommendations

Contact person	Yolandi
Occupation	Front Office Manager
Company	Protea Hotel Stellenbosch
Telephone number	021 8809500

Contact person Riaan
Occupation Systems Manager
Company Afriplex/Doehler SA
Telephone number 021 8724976

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg