



Nombulelo Gxalathana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

And, I'm definitely looking for a position where I can grow—professional development is something that's really important to me since I hope to take on managerial responsibilities in the future.

I have very strong analytical skills.

I will try to solve the problem's source not the problem.

I will never hesitated to accept my failures.

Through that i will never fails to learn .

I am very good listener, if someone is speaking with me about something.

Preferred occupation	Secretaries
	Administrative jobs
	Administrators
	Administrative jobs
Preferred work location	Bloemfontein
	Free State

Contacts and general information about me

Day of birth	1980-03-03 (45 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 2011.08 iki 2017.01**
 Company name Premier Hotels & Resorts
 You were working at: Receptionists
 Occupation Marketing Assistant
 What you did at this job position? Manage loyalty programme

Working period **nuo 2017.01 iki 2017.12**
 Company name Premier Hotels & Resorts
 You were working at: Receptionists
 Occupation Central Reservations Consultant
 What you did at this job position? Reserve bookings

Education

Educational period **nuo 2005.01 iki 2006.06**
 Degree Certificate
 Educational institution MSC Business College
 Educational qualification Business Administration
 I could work Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

Ms Word
 Ms Excel
 Internet
 Email

Recommendations

Contact person Taryn Kriel
 Occupation General Manager
 Company Premier Hotels & Resorts
 Telephone number 0764851741
 Email address taryn.k@premierhotels.co.za

Additional information

Your hobbies Reading

Driver licenses	None
Salary you wish	9000 R per month
How much do you earn now	6000 R per month