



# Fenistia Linah Tazvivinga

Curriculum Vitae (CV)

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

I strive for continued service excellence

Good communication and interpersonal skills

Good guest relations

Great assertion and problem solving skills

## Contacts and general information about me

Gender Female

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 2013.10 iki 2015.12**

Company name Home From Home Apartments

You were working at: Receptionists

Occupation Junior Administration Assistant Manager

What you did at this job position? • Processing all reservation requests from Guests. • Provided clerical support to the reservation team. • Change or cancel reservations at the request of Guests. • Responding to guests on reservation inquiries. • Receive reservation orders through phone, fax or email. • Provide reservation services to guests and visitors in a hotel. • Maintain and manage a log book for reservation activities. • Ensure fulfillment of needs and requirements of guests who obtained prior reservations. • Instruct and communicate to guests, visitors and guests on corporate policies and regulations. • Ensure comfort to guests and customers through reservation services • Planned and organized product promotional presentations • Tracked product line sales and cost • Prepared marketing and advertising strategies • Planned trade shows • Attend to guest problems and complaints • Analyzing and investigating price, demand and competition • Managing campaigns on social media

Working period **nuo 2016.01 iki 2018.03**

Company name Wetpaint Advertising

You were working at: Administrators

Occupation Executive Administrator

What you did at this job position? Welcoming and assisting guests • Made Travel arrangements • Building excellent Guest relations • Coordinate meetings and appointments • Computer operations/ Emails • Telephone/switchboard operations • Diary Management • Managing office database • Implementing and maintaining procedures and administrative systems • Preparing letters and reports • Bookkeeping, developed system to account for financial transactions by establishing a chart of accounts as per bookkeeping policies and procedures. • Planned and organized product promotional presentations □ Tracked product line sales and cost • Prepared marketing and advertising strategies • Planned trade shows • Attend to guest problems and complaints • Analyzing and investigating price, demand and competition • Managing campaigns on social media.

### Education

Educational period **nuo 2008.02 iki 2010.10**

Degree Masters

Educational institution School of Tourism and Hospitality

Educational qualification Tourism and Hospitality Management

I could work All departments

Educational period **nuo 2011.01 iki 2013.11**

Degree Degree

Educational institution University of Johannesburg

Educational qualification Public Administration

I could work Administration

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
French	basic	basic	basic
isiZulu	good	good	good

### Computer knowledge

MS Office, Word, Excel, PowerPoint, Outlook, Pastel, CaseWare, QuickBooks, Advanced computer skills in spreadsheets, databases and graphic presentations., Working knowledge of networking devices, internet banking and banking solutions.

### Recommendations

Contact person	Miss Merciful
Occupation	Human Resources Manager
Company	Home From Home Apartments
Telephone number	0214182821
Email address	merciful@aconapartments.co.za

Contact person	Henry Shoko
Occupation	Project Manager
Company	Wetpaint Advertising
Telephone number	0117062720
Email address	gshokx91@gmail.com

#### Additional information

Your hobbies	<ul style="list-style-type: none"> <li>• Voluntary work at Afrikka Tikkun by designing community outreach programs for less privileged children</li> </ul> <p>Basketball</p> <p>volleyball</p> <p>Chess</p>
Driver licenses	B Light Vehicle ≤ 3,500kg, A1 Motorcycle ≤ 125cc, EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2013-02-00 (12 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month