



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	<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 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?	<ul style="list-style-type: none">• 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?	<p>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.</p>

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">Voluntary work at Afrikka Tikkun by designing community outreach programs for less privileged children
	Basketball
	volleyball
	Chess
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