



Patience Nyarai Charumira

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing to apply for the available post within your company. I am a hospitality professional with a Bachelor of Science (Honours) Degree in Hospitality and Tourism and 4 years oversight experience. In my current position, i handle all aspects of money including invoicing and reconciling numbers, writing of financial reports. I am highly detail oriented, organized, and have the ability to handle a number of tasks at once. My leadership and communication skills are excellent allowing me to work well with staff members in conducting meetings and other interactions regarding financials. Well-informed office management skills, including hiring and supervising hospitality staff; scheduling, event planning; preparing reports; menu engineering, marketing, upgrading rooms and guest areas and developing Excel spreadsheets and PowerPoint presentations, the ability to anticipate guests' needs, follow through on all details and tactfully handle sensitive guests' complaints and computer proficiency, including a solid foundation in MS Office Suite (Word, Excel, PowerPoint, Access) Opera and NightsBridge. I have a thorough understanding of excel and am efficient in my duties. In fact, i have been praised for my ratio of turning error-free reports consistently. I would be thrilled to bring my knowledge and accuracy to your team. I believe you will find me to be an ideal candidate for this or other position in your organization. I welcome any questions you may have after resuming my resume attached . Please do not hesitate to reach out to schedule an interview and i am available at your convenience (074 235 5448). Thank you for taking time to consider me for this position.

Regards

Patience

Preferred occupation

Hotel managers
Hotel jobs

Receptionists
Hotel jobs

Housekeeper
Hotel jobs

Administrators
Administrative jobs

	Chambermaid Hotel jobs
Preferred work location	West Coast Western Cape
	Northern Suburbs Western Cape
	Atlantic Seaboard Western Cape
	Cape Flats Western Cape
	Southern Suburbs Western Cape

Contacts and general information about me

Day of birth	1989-02-05 (35 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 2016.12 iki 2019.01
Company name	Lighthouse farm backpackers Lodge
You were working at:	Hotel managers
Occupation	Reservations manager
What you did at this job position?	Supervision of team members, check in and out of guests
Working period	nuo 2016.10 iki 2016.11
Company name	Central Hotel Guesthouse
You were working at:	Receptionists
Occupation	Guest relations Officer
What you did at this job position?	Handling complex guest complaints,

Education

Educational period	nuo 2010.08 iki 2014.12
Degree	Honours
Educational institution	Chinhoyi University of Technology,Zimbabwe
Educational qualification	Honours Degree in Hospitality and Tourism
I could work	Hotels,Lodges, Guest houses,B&B, Government institutions

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	basic	basic	do not know
French	very good	very good	very good

Computer knowledge

Java
 Microsoft office
 Excel
 Publisher
 PowerPoint
 Nightsbridge
 Opera
 Semper
 Access
 Outlook

Recommendations

Contact person Mr Tinashe Mhandu
 Occupation Front office Manager
 Company Central Hotel Guest House
 Telephone number 074 668 5634
 Email address mhanduti@classicmail.co.za

Contact person Mr Bruce Chingwaru
 Occupation Finance and Administration
 Company UVp Veltopak
 Telephone number 021 507 6060/073 944 3397
 Email address

Additional information

Your hobbies Research
 Mountain climbing
 Nature walks
 Hiking
 Golf
 Boat cruising
 Driver licenses None
 Salary you wish 15-20k R per month
 How much do you earn now 12k R per month