



Thandiwe Ngobese

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for remote jobs as a data capturer. I am a Stay At Home Mom who would like to make money working from home using my skills in writing, creativity and an excellent command of the English language.

I have great customer service skills, attention to detail and I adhere to deadlines.

I am a fast learner and my previous experience in the Travel sector as well as the Aviation industry, will contribute immensely to tasks that I will be given.

Preferred occupation Data capturers
Administrative jobs

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1984-01-27 (40 years old)

Gender Female

Residential location East Rand
Gauteng

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 2005.08 iki 2007.03**

Company name Tennis Travel Richards Bay

You were working at: Other jobs

Occupation Intermediate Travel Consultant

What you did at this job position? Making reservations for corporate clients which included car hire, hotel reservations and flight bookings. Booking conference facilities. Administrative duties, answering of phone calls. Attending industry functions.

Working period **nuo 2007.04 iki 2013.11**

Company name South African Express Airways

You were working at: Other jobs

Occupation Customer Service Agent

What you did at this job position? Booking and issuing of tickets for domestic and international travel. Boarding if passengers, checking in passengers, assisting special needs passengers, making announcements, answering of phone calls, administrative duties, daily banking, booking of internal staff training and accommodation.

Education

Educational period **nuo 2003.01 iki 2003.12**

Degree Grade 12 / Matric

Educational institution Umfolozi College Richtek College

Educational qualification N3 National Senior Certificate

Educational period **nuo 2004.01 iki 2004.06**

Degree Certificate

Educational institution Umfolozi College Richtek Campus

Educational qualification N4 Travel and Tourism

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	very good

Computer knowledge

Internet, Emails, Microsoft Word and Excel. Galileo and Amadeus.

Additional information

Your hobbies Reading, writing, cooking and doing research.

Driver licenses None

Salary you wish 15000 R per month