



Rendani Salthiel Tshivhase

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Manager Position in any Travel related sector / Travel office of any organization .

I have been working in Travel Agencies for more than 14 years however it will be great for me if I can explore this tourism or Travel industry to another level by getting assistance for find a job in other sector of this industry like Embassy , State own companies , parastatals , government and other sectors of the economy that have opportunities of me to serve and assist the people of South Africa and abroad .

I am highly qualified with National Diploma in Tourism and BA degree Human social and studies) in Public Administration and Communication facilitation) .

My principle of life is to respect my Job and also to abide by the rules and regulations of each organization for the benefit of humanity and self .

All of that is achieved by observing all protocols stated and by doing the right things (integrity) at all times guided by the spirit of ubuntu and the all mighty god .

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|-------------------------|--|
| Preferred occupation | Office manager Other jobs |
| | Manager at Travel office Tourism Other jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |
| | Johannesburg Gauteng |

Contacts and general information about me

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| Day of birth | 1977-10-25 (46 years old) |
| Gender | Male |
| Residential location | Pretoria / Tshwane Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> |

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Email address

Information is available only for registered users.

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Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2007.12 iki 2020.07 |
| Company name | Travel with Flair |
| You were working at: | Other jobs |
| Occupation | Operations Manager |
| What you did at this job position? | <p>Work Experience Position : Operations Manager (Afterhours division) Employer : Travel with Flair Duration : From April 2014 until March 2017 & 01 April 2019 Until 31 July 2020. Total Duration : From December 2007-31 July 2020 (working for Travel with flair) MY RESPONSIBILITIES AS AFTERHOURS MANAGER - Managing and monitoring of consultants - Conflict management and resolution strategy for clients and consultants - Managing all offices of Travel with flair (national) and assist to process all travel requirements afterhours - Liaise with all departments of the company: in houses, finance, sales and marketing, human resources, and key account management - Control Galileo and travel software to align with company policy - Participate in the strategic planning and competitive positioning of the business, supplier relations and negotiations - Managing and monitoring support staff functions and performance. - Work with directors and other managers from different offices of travel with flair to bring about a quality control system to ensure that high customer satisfaction and rapid turnaround times. - Provide strategic leadership and direction with respect to policies and procedures related to Travel with flair afterhours department - Handling of queries and complaints from suppliers, negotiating and referring them to different division in our organization to enhance best service delivery. : Transnet Operational Manager (TCC and TFR) : Travel with Flair : From 01 March 2017 until 31 March 2019 MY RESPONSIBILITIES AS TRANSNET OPERATIONAL MANAGER - Managing and co-ordinate all programs of the office. - Drafting reports for Manco (management meeting) to discuss with other Managers. - Conducting Operational meetings with clients and conduct meetings internally. - Guide clients with Transnet Travel policies (processes and procedures). - Conducting meeting with different departments of Transnet to discuss Service level agreement regarding compliance. - Organizing meetings with Transnet and establishments in different regions to choose accommodation for book offs. - Negotiates rates with suppliers on behalf of our client Transnet (to get cheapest Available rate that can save cost for their organization) - Participate in the strategic planning and competitive positioning of the business, supplier relations and negotiations - Managing and monitoring support staff functions and performance. - Work with directors and other managers from different offices of travel with flair to bring about a quality control system to ensure that high customer satisfaction and rapid turnaround times. - Provide strategic leadership and direction with respect to policies and procedures related to Travel with flair afterhours department - Handling of queries and complaints from suppliers, negotiating and referring them to different division in our organization to enhance best service delivery Position : Team Leader (Department of Justice and Constitutional development) (Junior Management) Employer :</p> |

Travel with flair Duration : From Dec 2007until March 2014
 PURPOSE OF THE JOB To render travel services to clients Jobs
 objective of a Travel Advisor - Receive and execute the
 required travel bookings in terms of the approved travel
 request - Make domestic flights reservations and also assist
 with international reservations - Make car reservations - Make
 accommodation reservations - Provide preliminary flight details
 and bookings - Executive general admin duties - Executive and
 hoc tasks as allocated - Domestic refunds - Re-issue and re-
 routing of tickets - Revalidation of issued tickets (domestic and
 international) MY RESPONSIBILITIES AS A TEAM LEADER To
 ensure customer satisfaction, enhance profitability, and be
 able to manage and assist the consultants with their workflow.
 Key performance areas: - Provide guidance to consultants in
 issuing tickets, insurance, exchange and other related
 travelling documents - Monitor the ques and communicate with
 consultants for any other changes within the travelling
 industries - Ensures that consultants are using the right
 negotiated deals with all preferred suppliers - Monitor the
 response time to the clients i.e. respond within two hours after
 receiving the request - Handle the VIP list for Department of
 Justice - Print the voucher registration list daily/before 09:00 to
 give to the consultants and make sure that they submit
 orders/VA26 before 10:00 - Distribute query and L- accounts to
 the consultants

Working period **nuo 2007.06 iki 2007.11**
 Company name Magic Travel
 You were working at: Other jobs
 Occupation Senior Travel advisor
 What you did at this job position? Travel services

Working period **nuo 2003.12 iki 2007.05**
 Company name Wings Corporate Travel
 You were working at: Other jobs
 Occupation Travel Consultant
 What you did at this job position? Travel services

Working period **nuo 2003.09 iki 2003.11**
 Company name Department of Labour Pretoria
 You were working at: Data capturers
 Occupation Data capturer
 What you did at this job position? Responsibilities - Capturing of employment equity - Filling of
 reports - Locking of queries - Quality control - Printing
 acknowledgment letters - Helpdesk

Working period **nuo 2001.12 iki 2003.09**

Company name Telkom SA

You were working at: Data capturers

Occupation Data Captures

What you did at this job position? Responsibilities - Verifying of overtime, leave and leave encashment forms - Using SAP R/3 for capturing, verification and rectification of personal details of employees. - Using SAP R/3 for checking transactions on the systems, modifying and updating files - Filling and faxing of documents - Handling leave and overtime queries verbally and telephonically.

Education

Educational period **nuo 2010.01 iki 2013.05**

Degree Degree

Educational institution University of South Africa

Educational qualification Bachelor of Arts (Human and social Studies) in Public administration and communication facilitation

I could work Yes

Educational period **nuo 2002.01 iki 2005.06**

Degree Diploma

Educational institution Tswane North College (Pretoria College - Arcadia)

Educational qualification National Diploma Tourism

I could work Yes

Educational period **nuo 1991.01 iki 1996.04**

Degree Grade 12 / Matric

Educational institution Mphaphuli High school (Limpopo) under Dept. of Education

Educational qualification Grade 12/ Matric

I could work Yes

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| Tshivenda | fluent | fluent | very good |
| Afrikaans | basic | basic | basic |
| Sesotho | very good | good | basic |
| Sepedi | good | good | basic |
| Setswana | good | good | basic |
| isiXhosa | basic | basic | basic |

Computer knowledge

Galileo certificate, Amadeus certificate, Computer literacy and office administration (Typing, Basic windows environment, Microsoft word, Microsoft excel , internet and effective business communication) .
E-mails and outlook experience .

Conferences, seminars

Emotional intelligence seminars , Transitional Leadership Programme , HIV and Aids awareness , Telephone etiquette workshops, Customer care workshops and Department of Labour advanced training course on Managing day to day issues/ problem employees by Director Tinus Boshoff and Managing Director Andre Claassen (SA Labour Guide)

Recommendations

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|------------------|--------------------------------------|
| Contact person | Ms. Noma Tshabalala |
| Occupation | Operations Manager (SARS account) |
| Company | Travel with Flair |
| Telephone number | Cell: 072 192 9928, Tel 012 424 3300 |
| Email address | Nomat@twf.co.za |

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|------------------|-------------------------------------|
| Contact person | Ms. Ulene Mitchell |
| Occupation | National Head of Human Resources |
| Company | Travel with Flair |
| Telephone number | Cell: 0835664 777, Tel 012 424 3300 |
| Email address | ulenem@twf.co.za |

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|------------------|----------------------------------|
| Contact person | Mr. Malesela Chuene |
| Occupation | Head of Operations |
| Company | Indigo Travel |
| Telephone number | Cell: 0728313080, Tel 0114473144 |
| Email address | Maleselan@indigotravel.co.za |

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|------------------|--------------------------------------|
| Contact person | Mr. Caiphus Nthambeleni |
| Occupation | Head of Operations |
| Company | Travel with flair |
| Telephone number | Cell: 072 316 1595, Tel 012 424 3300 |
| Email address | Caiphusn@twf.co.za |

Additional information

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| Your hobbies | Watching TV -documentaries and world news , reading books -especially leadership books and motivational news , jogging, always motivating people and counselling . |
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| Driver licenses | EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 1996-05-00 (28 years) |
| Salary you wish | 35000.00 R per month |
| How much do you earn now | 35000.00 R per month |