



# Nompumelelo Hlatshwayo

Curriculum Vitae (CV)

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

My name is Nompumelelo Hlatshwayo, 27 years old, lives at Enanda and studied Hospitality Management at Durban University of Technology (Hotel School). I am a well-spoken person who loves interacting with people, handle responsibilities and build a positive relationship with colleagues at all levels. Confidence driven and can bring the same level of the high performance to the company.

Beyond that which has been mentioned in my above, my strengths are that I set goals and work hard to achieve them no matter the situation by being discipline, self-motivated, committed, hardworking, always willing to learn and able to work as a team.

My status as a Hospitality Management student from Durban University of Technology, well mentored by my lecture - Mr. Jaya Naidoo (031 287 7623) makes me an ideal candidate for your position.

- My experience at Umhlanga Sands Resort front desk and KZN Resort Central Office experience of three years in the Administration field make me a strong candidate for such an opportunity.

Thank you for taking time to look through my CV, motivation letter and for your consideration.

Preferred occupation	Administrators Administrative jobs
	Management, human resources jobs
	Aftercare assistant Teaching jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2018.01 iki dabar**  
 Company name KZN Resorts Central Office  
 Occupation Administrator  
 What you did at this job position? Data capturing, Administration, receptionist

Working period **nuo 2017.06 iki 2017.12**  
 Company name Umhlanga Sands Resorts  
 Occupation Front Desk Trainee  
 What you did at this job position? Receptionist, Customer service, switchboard

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

\*Typing

\*Microsoft Word

\*Microsoft Excel

\*PowerPoint Presentation

**Additional information**

Salary you wish 10500 R per month  
 How much do you earn now 11000 R per month