



# Goitse Phiri

Curriculum Vitae (CV)

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

Full knowledge of operating cash registers and cashier procedures

Ability to process sale and return transactions

High quality customer service skills

Proficiency in MS Office software – Excel, Outlook and Word

Additionally, I am bilingual (speaking English, Setswana, Sesotho, Sezulu and Xhosa) and have excellent communication and teamwork skills. All this means I can effectively communicate with both customers and other people in the retail team. I am also punctual, have an attention to detail and I am 100% flexible with weekends and holiday shifts.

I am an admirer of the retail environment that your company creates and in future I would hope to progress into a management role with in your organization. I have had this ambition for several years.

I believe my past experience, skills and personality make me the perfect candidate for your cashier role. I would love the opportunity to discuss this position with you further and I am available for a follow-up conversation at any time.

Preferred occupation	Receptionists Hotel jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Gender	Male
Residential location	Johannesburg Gauteng
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 2015.07 iki 2020.01**  
 Company name Fusion Boutique Hotel / Cycad Guest House  
 You were working at: Receptionists  
 Occupation Night Auditor  
 What you did at this job position? Switch board operator, Concierge services, Reservations, Checking in and out the guest, Tour bookings, Guest services, Financial ledger, Query accounts, Accounts maintenance

Working period **nuo 2021.02 iki 2023**  
 Company name TRU-FI ELECTRONICS S.A (PTY) LTD  
 You were working at: Secretaries  
 Occupation Company Secretary/Personal Assistant  
 What you did at this job position? Handle all phone calls and mail, screening as appropriate to ensure manager's time is used efficiently • Ensure that the production of typing, including Board Reports, photocopying and faxing is accurately presented in a professional style and is in line with company procedures • Arrange meetings and seminars, ensuring as appropriate that participants have all relevant papers in advance • Provide accurate data for reporting purposes • Answer telephones, direct calls to the appropriate personnel or answer inquiries and transmit instructions • Receive orders/products shipped to department, check contents against packing slip and return verified packing slip to designated staff • Maintain appropriate levels of materials and supplies for department and order according to college purchasing procedures • Initiate and/or collect appropriate paperwork from or on behalf of students, faculty, staff and community and handle appropriately and in a timely manner • Contribute to the development of various materials for the departmen

**Education**

Educational period **nuo 2007.02 iki 2010.12**  
 Degree Diploma  
 Educational institution South west Gauteng College  
 Educational qualification Hospitality Anad Catering Services  
 I could work Night Manager/Night Auditor/ Duty Manager/ Receptionist/Reservationist

Educational period **nuo 2021.05 iki 2022.06**  
 Degree Diploma  
 Educational institution Allison College  
 Educational qualification Legal Studies, Fundamentals of Business Law, Alternative Dispute Resolution  
 I could work In a law company

**Languages**

Language	Speaking level	Understanding level	Writing level
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English	fluent	very good	very good
isiZulu	very good	very good	do not know
isiXhosa	good	good	do not know
Sepedi	good	good	basic
Sesotho	good	good	basic
Setswana	fluent	fluent	very good

### Computer knowledge

Microsoft Office

Microsoft word

Microsoft excel

Outlook

Panstrat

Opera

Micros

Saflok

### Conferences, seminars

Lobster Ink

Front Office Short Course (29 June 2016)

Front Office Professional (13 July 2016)

Sales Professional (22 December 2016)

### Recommendations

Contact person	Mike carragher
Occupation	Director
Company	TRU-FI ELECTRONICS S.A (PTY) LTD
Telephone number	0114755523
Email address	mikec@trufi.co.za

### Additional information

Your hobbies	Reading Travelling Jogging
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-03-00 (8 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month