



# Mariska Roodt

Curriculum Vitae (CV)

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

I am an All-rounder Hospitality & Admin worker with 6+ Years' of experience. I have an Advanced Diploma in Hospitality Management. I'm a talented individual with experience in Administration, Reception & Reservations, Food & Beverage, Housekeeping and Creditors. Helpful and approachable person possessing a good team spirit, deadline orientated and having a passion for providing the highest standard of Myself and hospitality and service to guests. I want to succeed in obtaining a responsible opportunity to fully utilize my experience and skill set, while making a significant contribution to the success of the company. I am highly organized and have a growth mind-set towards my future. I am an individual looking for a responsible position to gain more experience. I want to make use of my interpersonal skills to contribute to the achievement of Company goals. I consider myself a competent self-starter, but also disciplined and persistent.

Preferred occupation

**Operations Clerk**  
Administrative jobs

**Administrators**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Hotel managers**  
Hotel jobs

**Receptionists**  
Hotel jobs

**Restaurant managers**  
Restaurant, bar service jobs

Preferred work location

**Secunda**  
Mpumalanga

**Middelburg**  
Mpumalanga

## Contacts and general information about me

Gender

Female

Residential location

Witbank  
Mpumalanga

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period	<b>nuo 2018.04 iki dabar</b>
Company name	CUSA (PTY) Ltd
You were working at:	Electricians
Occupation	Admin/Creditors Clerk
What you did at this job position?	Answering and distributing phone calls, messages and emails. Welcoming of all guests and Clients. A receptionist should have excellent verbal communication skills. Active listening and great customer service skills also are a must. A talented receptionist can connect callers and visitors with the right employees, as well as handle basic customer service problems and requests adeptly Handling all the petty cash, controlling stationary inventory, and purchasing of office supplies. General administration and filing. Sorting and processing of all creditor invoices and delivery notes. Reconciling of creditor accounts.

## Education

Educational period	<b>nuo 2007.01 iki 2011.12</b>
Degree	Grade 12 / Matric
Educational institution	Witbank Technical High School
Educational qualification	National Certificate
Educational period	<b>nuo 2012.01 iki 2015.12</b>
Degree	Diploma
Educational institution	Centurion Academy
Educational qualification	Advance Diploma in Hospitality Management

## Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

## Computer knowledge

- Microsoft Office Package Word, Excel, Outlook & PowerPoint.
- Internet Explorer and email correspondence.
- Different POS systems.
- Pastel

## Recommendations

Contact person	Riana Roodt
Occupation	HR/Payroll Manager
Company	CUSA (PTY) Ltd
Telephone number	0827527538
Email address	rroodt@myconnection.co.za

#### **Additional information**

Your hobbies	<ul style="list-style-type: none"><li>• Spending time with family and friends</li><li>• Playing Golf</li><li>• Puzzles</li><li>• Reading</li><li>• Movies</li><li>• Hiking</li><li>• Enjoying the outdoors</li></ul>
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-08-00 (13 years)
Salary you wish	16 000 R per month
How much do you earn now	12 000 R per month