



# Siphosethu Nxilolo

Curriculum Vitae (CV)

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

I just finished my diploma in Business Management at Nelson Mandela University. I once worked at Ekhaya Bed and Breakfast as a receptionist over weekends.

I am a very hardworking passionate, consistent and well disciplined student. I am a very committed worker who love challenges and a very fast learner. I believe in giving my all in everything that I face. I am willing to adapt and learn new things in the work industry.

### Preferred occupation

**Receptionist**

Administrative jobs

**Waiters, waitresses**

Restaurant, bar service jobs

**Receptionists**

Hotel jobs

**Medical receptionist**

Medicine, healthcare, nursing jobs

**Cashiers**

Retail, store jobs

**Shop assistants**

Retail, store jobs

**HR intern**

Management, human resources jobs

**Call Centre agent**

Administrative jobs

**Debotors clerk**

Finance jobs

### Preferred work location

**Queenstown**

Eastern Cape

**Uitenhage**

Eastern Cape

**East London**

Eastern Cape

**Grahamstown**

Eastern Cape

Johannesburg  
Gauteng

Pretoria / Tshwane  
Gauteng

Cape Town  
Western Cape

Cape Winelands  
Western Cape

Central Karoo  
Western Cape

West Coast  
Western Cape

**Contacts and general information about me**

Day of birth	1999-09-13 (24 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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	<b>nuo 2021.06 iki 2022.05</b>
Company name	Ekhaya Bed and Breakfast
You were working at:	Receptionists
Occupation	Reception duties
What you did at this job position?	My job was to make sure that customers are welcomed, answering duty calls, checking in and out the guests, making sure that every guest is happy with their rooms.

**Education**

Educational period	<b>nuo 2020.01 iki 2022.11</b>
Degree	Diploma
Educational institution	Nelson Mandela University
Educational qualification	Business Management
I could work	As an Office manager, Public relations manager, Operation manager, Business analyst, General manager

Educational period	<b>nuo 2019.01 iki 2020.12</b>
Degree	Certificate
Educational institution	Nelson Mandela University
Educational qualification	Business studies
I could work	As a operation assistant, warehouse and logistics administrator

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
isiZulu	very good	very good	very good
Sepedi	basic	good	do not know

**Computer knowledge**

- Microsoft Word
- Excel
- PowerPoint
- Outlook

**Conferences, seminars**

- Online courses (LinkedIn)
- CV writings
- Interview mastering

**Additional information**

Driver licenses	None
Salary you wish	5000 upwards R per month