



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 (25 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.06 iki 2022.05
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	nuo 2020.01 iki 2022.11
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 **nuo 2019.01 iki 2020.12**
Degree Certificate
Educational institution Nelson Mandela University
Educational qualification Business studies
I could work As a operation assistant, warehouse and logistics administrator

Languages

Language	Speaking level	Understanding level	Writing level
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