



# Melissa Buys

Curriculum Vitae (CV)

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

Petrol mechanic

Receptionist

Administrative clerk

Secretary

Personal assistant

Hardworking

Time management

Goal driven

Fast learner

Problem solver

Excellent communication skills

Multi tasking.

I'm a very energetic person I always do all my duties an task to the best of my abilities, always willing to learn new skills work well with others. Not afraid to take on new tasks.

I'm crossed trained in the Hospitality industry able to handle any position within.

## Contacts and general information about me

Day of birth 1989-01-29 (35 years old)

Gender Female

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 **nuo 2022.01 iki 2023**  
 Company name Next to Apartment hotel  
 You were working at: Administrators  
 Occupation Receptionist  
 What you did at this job position? Reservations, inventory control, update data, booking events, payment, ordering supplies telephone operator, customer service

Working period **nuo 2010.01 iki 2014.11**  
 Company name Saps  
 You were working at: Mechanic  
 Occupation Apprentice  
 What you did at this job position? Remove and replace, clutch cable, suspension service, minor & major services.. creating job card, fault finding

**Education**

Educational period **nuo 2009.07 iki 2016.05**  
 Degree Certificate  
 Educational institution Qualitas training and development  
 Educational qualification Petrol mechanic

Educational period **nuo 2018.08 iki 2019.08**  
 Degree Certificate  
 Educational institution International Hotel school  
 Educational qualification Highest certificate in hospitality management

**Languages**

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

**Computer knowledge**

Ms word, excel, outlook, opera system

**Additional information**

Driver licenses B Light Vehicle ≤ 3,500kg  
 Driver license from 2011-08-00 (13 years)  
 Salary you wish 12000 R per month  
 How much do you earn now 10500 R per month