



Stacey Koopman

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative

General Admin

Receptionist

Office Management

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Cape Winelands
Western Cape

Northern Suburbs
Western Cape

Contacts and general information about me

Day of birth

1989-07-25 (35 years old)

Gender

Female

Residential location

Cape Winelands
Western Cape

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 2011.12 iki 2013.06

Company name

Protea Hotel Stellenbosch

Occupation

Receptionist

What you did at this job position?

-Handling of complaints -Check in -Check out -Direct Billings
-Currency exchange -Refunds -Keep GUEST satisfy -Take
payments -Data Capturing -Switchboard -Taking and
forwarding messaging -lissuing of receipts for deposits paid
-Updating profiles -Work under pressure -Independent decision
making -Clear and friendly voice -Making of individual
Reservations -Ordering of stock

Working period **nuo 2013.12 iki 2014.06**
 Company name Protea Hotel Stellenbosch
 Occupation Reservations Agent
 What you did at this job position? - Making of Reservations - Downloading Profiles from travel groups - Editing online reservations - Doing Direct billings - Editing profiles - Sending out Quotes - Sending out Invoices - Confirming Reservations

Working period **nuo 2014.06 iki 2015.06**
 Company name Afriplex /Doehler South Africa
 Occupation Front Office Administrator
 What you did at this job position? Reception Duties -Ordering of Stationary -Switchboard -Access control Logs -Data capturing -Insert training onto data base of completed training of individuals -Convey of messages -Helping out Management with individual duties -Bookings of Meetings -Sending out meeting requests -Ordering of cleaning detergents -QC data capturing -Bottling Reports input IT Management

Education

Educational period **nuo 2007.02 iki 2009.12**
 Degree Certificate
 Educational institution Northlink College Bellville
 Educational qualification Business Management NQF Level 4

Languages

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

Computer knowledge

- Microsoft Office Excel / Word
- Microsoft Office PowerPoint
- Microsoft Office Outlook
- Internet
- Opera

Recommendations

Contact person Yolandi
 Occupation Front Office Manager
 Company Protea Hotel Stellenbosch
 Telephone number 021 8809500

Contact person	Riaan
Occupation	Systems Manager
Company	Afriplex/Doehler SA
Telephone number	021 8724976

Additional information

Driver licenses	B Light Vehicle \leq 3,500kg
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