



# Nombulelo Gxalathana

Curriculum Vitae (CV)

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

And, I'm definitely looking for a position where I can grow—professional development is something that's really important to me since I hope to take on managerial responsibilities in the future.

I have very strong analytical skills.

I will try to solve the problem's source not the problem.

I will never hesitated to accept my failures.

Through that i will never fails to learn .

I am very good listener, if someone is speaking with me about something.

Preferred occupation	Secretaries Administrative jobs
	Administrators Administrative jobs
Preferred work location	Bloemfontein Free State

## Contacts and general information about me

Day of birth	1980-03-03 (44 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 **nuo 2011.08 iki 2017.01**  
 Company name Premier Hotels & Resorts  
 You were working at: Receptionists  
 Occupation Marketing Assistant  
 What you did at this job position? Manage loyalty programme

Working period **nuo 2017.01 iki 2017.12**  
 Company name Premier Hotels & Resorts  
 You were working at: Receptionists  
 Occupation Central Reservations Consultant  
 What you did at this job position? Reserve bookings

### Education

Educational period **nuo 2005.01 iki 2006.06**  
 Degree Certificate  
 Educational institution MSC Business College  
 Educational qualification Business Administration  
 I could work Administration

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

### Computer knowledge

Ms Word  
 Ms Excel  
 Internet  
 Email

### Recommendations

Contact person Taryn Kriel  
 Occupation General Manager  
 Company Premier Hotels & Resorts  
 Telephone number 0764851741  
 Email address taryn.k@premierhotels.co.za

### Additional information

Your hobbies Reading

Driver licenses	None
Salary you wish	9000 R per month
How much do you earn now	6000 R per month