



Fenistia Linah Tazvivinga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- I strive for continued service excellence
- Good communication and interpersonal skills
- Good guest relations
- Great assertion and problem solving skills

Contacts and general information about me

Gender	Female
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 2013.10 iki 2015.12
Company name	Home From Home Apartments
You were working at:	Receptionists
Occupation	Junior Administration Assistant Manager
What you did at this job position?	<ul style="list-style-type: none">• Processing all reservation requests from Guests.• Provided clerical support to the reservation team.• Change or cancel reservations at the request of Guests.• Responding to guests on reservation inquiries.• Receive reservation orders through phone, fax or email.• Provide reservation services to guests and visitors in a hotel.• Maintain and manage a log book for reservation activities.• Ensure fulfillment of needs and requirements of guests who obtained prior reservations.• Instruct and communicate to guests, visitors and guests on corporate policies and regulations.• Ensure comfort to guests and customers through reservation services• Planned and organized product promotional presentations• Tracked product line sales and cost• Prepared marketing and advertising strategies• Planned trade shows• Attend to guest problems and complaints• Analyzing and investigating price, demand and competition• Managing campaigns on social media

Working period **nuo 2016.01 iki 2018.03**

Company name Wetpaint Advertising

You were working at: Administrators

Occupation Executive Administrator

What you did at this job position? Welcoming and assisting guests • Made Travel arrangements • Building excellent Guest relations • Coordinate meetings and appointments • Computer operations/ Emails • Telephone/switchboard operations • Diary Management • Managing office database • Implementing and maintaining procedures and administrative systems • Preparing letters and reports • Bookkeeping, developed system to account for financial transactions by establishing a chart of accounts as per bookkeeping policies and procedures. • Planned and organized product promotional presentations □ Tracked product line sales and cost • Prepared marketing and advertising strategies • Planned trade shows • Attend to guest problems and complaints • Analyzing and investigating price, demand and competition • Managing campaigns on social media.

Education

Educational period **nuo 2008.02 iki 2010.10**

Degree Masters

Educational institution School of Tourism and Hospitality

Educational qualification Tourism and Hospitality Management

I could work All departments

Educational period **nuo 2011.01 iki 2013.11**

Degree Degree

Educational institution University of Johannesburg

Educational qualification Public Administration

I could work Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
French	basic	basic	basic
isiZulu	good	good	good

Computer knowledge

MS Office, Word, Excel, PowerPoint, Outlook, Pastel, CaseWare, QuickBooks, Advanced computer skills in spreadsheets, databases and graphic presentations., Working knowledge of networking devices, internet banking and banking solutions.

Recommendations

Contact person	Miss Merciful
Occupation	Human Resources Manager
Company	Home From Home Apartments
Telephone number	0214182821
Email address	merciful@aconapartments.co.za

Contact person	Henry Shoko
Occupation	Project Manager
Company	Wetpaint Advertising
Telephone number	0117062720
Email address	gshokx91@gmail.com

Additional information

Your hobbies	<ul style="list-style-type: none">• Voluntary work at Afrikka Tikkun by designing community outreach programs for less privileged children <p>Basketball</p> <p>volleyball</p> <p>Chess</p>
Driver licenses	B Light Vehicle ≤ 3,500kg, A1 Motorcycle ≤ 125cc, EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2013-02-00 (11 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month