



# Patience Nyarai Charumira

Curriculum Vitae (CV)

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

I am writing to apply for the available post within your company. I am a hospitality professional with a Bachelor of Science (Honours) Degree in Hospitality and Tourism and 4 years oversight experience. In my current position, i handle all aspects of money including invoicing and reconciling numbers, writing of financial reports. I am highly detail oriented, organized, and have the ability to handle a number of tasks at once. My leadership and communication skills are excellent allowing me to work well with staff members in conducting meetings and other interactions regarding financials. Well-informed office management skills, including hiring and supervising hospitality staff; scheduling, event planning; preparing reports; menu engineering, marketing, upgrading rooms and guest areas and developing Excel spreadsheets and PowerPoint presentations, the ability to anticipate guests' needs, follow through on all details and tactfully handle sensitive guests' complaints and computer proficiency, including a solid foundation in MS Office Suite (Word, Excel, PowerPoint, Access) Opera and NightsBridge. I have a thorough understanding of excel and am efficient in my duties. In fact, i have been praised for my ratio of turning error-free reports consistently. I would be thrilled to bring my knowledge and accuracy to your team. I believe you will find me to be an ideal candidate for this or other position in your organization. I welcome any questions you may have after resuming my resume attached . Please do not hesitate to reach out to schedule an interview and i am available at your convenience (074 235 5448). Thank you for taking time to consider me for this position.

Regards

Patience

Preferred occupation

**Hotel managers**  
Hotel jobs

**Receptionists**  
Hotel jobs

**Housekeeper**  
Hotel jobs

**Administrators**  
Administrative jobs

|                         |                                   |
|-------------------------|-----------------------------------|
|                         | Chambermaid<br>Hotel jobs         |
| Preferred work location | West Coast<br>Western Cape        |
|                         | Northern Suburbs<br>Western Cape  |
|                         | Atlantic Seaboard<br>Western Cape |
|                         | Cape Flats<br>Western Cape        |
|                         | Southern Suburbs<br>Western Cape  |

### Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1989-02-05 (35 years old)   |
| Gender               | Female  |
| Residential location | Cape Town<br>Western Cape   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

### Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2016.12 iki 2019.01</b>                          |
| Company name                       | Lighthouse farm backpackers Lodge                       |
| You were working at:               | Hotel managers  |
| Occupation                         | Reservations manager                                    |
| What you did at this job position? | Supervision of team members, check in and out of guests |
| Working period                     | <b>nuo 2016.10 iki 2016.11</b>                          |
| Company name                       | Central Hotel Guesthouse                                |
| You were working at:               | Receptionists   |
| Occupation                         | Guest relations Officer                                 |
| What you did at this job position? | Handling complex guest complaints,                      |

### Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2010.08 iki 2014.12</b>                           |
| Degree                    | Honours  |
| Educational institution   | Chinhoyi University of Technology,Zimbabwe               |
| Educational qualification | Honours Degree in Hospitality and Tourism                |
| I could work              | Hotels,Lodges, Guest houses,B&B, Government institutions |

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| isiXhosa | basic          | basic               | do not know   |
| French   | very good      | very good           | very good     |

**Computer knowledge**

- Java
- Microsoft office
- Excel
- Publisher
- PowerPoint
- Nightsbridge
- Opera
- Semper
- Access
- Outlook

**Recommendations**

Contact person                      Mr Tinashe Mhandu  
 Occupation                              Front office Manager  
 Company                                  Central Hotel Guest House  
 Telephone number                      074 668 5634  
 Email address                            mhanduti@classicmail.co.za

Contact person                      Mr Bruce Chingwaru  
 Occupation                              Finance and Administration  
 Company                                  UVp Veltopak  
 Telephone number                      021 507 6060/073 944 3397  
 Email address

**Additional information**

Your hobbies                            Research  
    Mountain climbing  
    Nature walks  
    Hiking  
    Golf  
    Boat cruising

Driver licenses                          None

Salary you wish                        15-20k R per month

How much do you earn now            12k R per month