



# Sinethamsanqa Makhosayafana

Curriculum Vitae (CV)

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

I am a very hard working person, active and eager to learn. I consider myself as fast learner. my course advanced me in terms of solving problems, time management and other organisational skills including interpersonal, communication, computer skills and customer service skills. my working interests are on customer service, reception, administration and to all fields of management.

Preferred occupation	Receptionist Administrative jobs
	Receptionists Hotel jobs
	Learnership Other jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1995-03-06 (29 years old)
Gender	Male
Residential location	Butterworth Eastern Cape
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	<b>nuo 2019.12 iki 2020.01</b>
Company name	Flagstaff Hotel
You were working at:	Cashiers
Occupation	cashier
What you did at this job position?	cashiering at offsales

Working period **nuo 2018.10 iki 2019.02**  
 Company name San Lameer Resort Hotel and Spa  
 You were working at: Front Desk Agent  
 Occupation Receptionist  
 What you did at this job position? Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately. Answering screening and forwarding incoming phone calls. Receiving and sorting daily mail.

Working period **nuo 2014.05 iki 2016.12**  
 Company name RBK  
 You were working at: Plumbers  
 Occupation Plumber Asistant  
 What you did at this job position? Laid tiles in restrooms on walls and floors Cut pipes to be used for plumbing processes Removed unwarranted bathroom utilities; disposed of properly.Install other plumbing equipment, such as sinks, tubs, toilets Measure, cut, thread, and bend pipe to required angle Unclog sink and bathroom drainage

**Education**

Educational period **nuo 2016.02 iki 2018.11**  
 Degree Diploma  
 Educational institution Walter SisuluUniversity  
 Educational qualification NDip:Tourism Management  
 I could work Hotels, tourism industry. at any front office company and production company

Educational period **nuo 2019.02 iki 2020.11**  
 Degree Degree  
 Educational institution Walter Sisulu University  
 Educational qualification Post Graduate Certificate in Educattion  
 I could work Department of Education

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	very good
isiXhosa	fluent	fluent	fluent
Sesotho	good	good	basic

**Computer knowledge**

Glileo  
 Word, Excel, Powerpoint, Acess, outlook

### Additional information

Driver licenses	None
Salary you wish	2500 R per month
How much do you earn now	100 R per month