



# Robyn Viljoen

Curriculum Vitae (CV)

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

I am very flexible in terms of what position I am looking for. I would ultimately like to find a position where I can work from home as I am the sole income earner, but have a family to take care of as well. I live at present in Hoedspruit, which is a bit of a challenge geographically, but am flexible with regards to relocating if necessary. I am an organised person, used to working on my own, as I have managed my own business in the past. I get the job at hand done in an efficient, diligent manner. If I work in an office environment, I work really well within a team and find that I bring a calm energy to a team and am a great motivator of people. I have a good sense of humour and have not encountered anyone within the workplace that I do not get on with.

Preferred occupation	Generals General jobs
Preferred work location	Other Limpopo Limpopo  Mbombela / Nelspruit Mpumalanga

## Contacts and general information about me

Day of birth	1970-11-14 (53 years old)
Gender	Female
Residential location	Other Limpopo Limpopo
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 2019.11 iki 2020.03</b>
Company name	Sable Tours
You were working at:	Generals
Occupation	Reservations for a tourism company
What you did at this job position?	reservations and bookings for tours and transfers

Working period **nuo 2017.03 iki 2019.10**  
 Company name Fordoun Hotel and Spa  
 You were working at: Hotel managers  
 Occupation Events and Conference Co ordinator  
 What you did at this job position? Weddings, Events and Conferences as well as hotel management

Working period **nuo 2010.01 iki 2017.01**  
 Company name Niche Cleaning Services  
 You were working at: Generals  
 Occupation Owner of Niche Cleaning Services  
 What you did at this job position? I owned this business, operated it . Cleaning Service for homes and holiday homes

**Education**

Educational period **nuo 1989.01 iki 1989.12**  
 Degree Diploma  
 Educational institution Birnam Business College  
 Educational qualification Public Relations Diploma

Educational period **nuo 1983.01 iki 1988.12**  
 Degree Grade 12 / Matric  
 Educational institution Norkem Park High  
 Educational qualification Matric

Educational period **nuo 2003.01 iki 2003.12**  
 Degree Certificate  
 Educational institution UNISA  
 Educational qualification Adult Basic Education Certificate

**Languages**

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

**Computer knowledge**

Windows, Mac,  
 Windows Office, Adobe, Sage Pastel

**Recommendations**

Contact person	Jaco Scheepers
Occupation	Owner
Company	Sable Tours
Telephone number	082 805 6418
Email address	jaco.private@sabletours.co.za

Contact person	Richard Bates
Occupation	Owner
Company	Fordoun Hotel and Spa
Telephone number	082 334 2189
Email address	richard@fordoun.com

#### **Additional information**

Your hobbies	Reading, Cooking, Cycling, Walking, Hiking, Writing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1988-02-00 (36 years)
Salary you wish	20000 R per month
How much do you earn now	18000 R per month