



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 (54 years old)
Gender	Female
Residential location	Other Limpopo Limpopo
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 2019.11 iki 2020.03
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