



Thandiwe Ngobese

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for remote jobs as a data capturer. I am a Stay At Home Mom who would like to make money working from home using my skills in writing, creativity and an excellent command of the English language.

I have great customer service skills, attention to detail and I adhere to deadlines.

I am a fast learner and my previous experience in the Travel sector as well as the Aviation industry, will contribute immensely to tasks that I will be given.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1984-01-27 (40 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2005.08 iki 2007.03
Company name	Tennis Travel Richards Bay
You were working at:	Other jobs
Occupation	Intermediate Travel Consultant
What you did at this job position?	Making reservations for corporate clients which included car hire, hotel reservations and flight bookings. Booking conference facilities. Administrative duties, answering of phone calls. Attending industry functions.

Working period	nuo 2007.04 iki 2013.11
Company name	South African Express Airways
You were working at:	Other jobs
Occupation	Customer Service Agent
What you did at this job position?	Booking and issuing of tickets for domestic and international travel. Boarding if passengers, checking in passengers, assisting special needs passengers, making announcements, answering of phone calls, administrative duties, daily banking, booking of internal staff training and accommodation.

Education

Educational period	nuo 2003.01 iki 2003.12
Degree	Grade 12 / Matric
Educational institution	Umfolozi College Richtek College
Educational qualification	N3 National Senior Certificate
Educational period	nuo 2004.01 iki 2004.06
Degree	Certificate
Educational institution	Umfolozi College Richtek Campus
Educational qualification	N4 Travel and Tourism

Languages

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

Computer knowledge

Internet, Emails, Microsoft Word and Excel. Galileo and Amadeus.

Additional information

Your hobbies	Reading, writing, cooking and doing research.
Driver licenses	None
Salary you wish	15000 R per month