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Position Applied For:

Hospitality Systems Consultant

Candidate Name:

Nabila Ebrahim

MPC Consultant Name:

Gizyle Bezuidenhout

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

20 April 2017

Personal Details

Surname :

Ebrahim

First Names :

Nabila

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Coloured Female

Availability :

2 Calendar Months (Neg.)

Current Salary :

R9 500 pm

Expected Salary :

R15k pm + Medical Aid + Pension + Petrol Card

Own Car and Licence :

Yes

Career Summary

Company

Position

Duration

Jenman African Safaris

Reservations System Administrator

Jun 2016 - Date

Commodore Hotel

Guest Relations Officer

Nov 2013 - May 2016

Academic History

Qualification :

National Diploma in Food and Beverage Management

Date Completed :

2011

Institution :

Cape Peninsula University of Technology

Department: Cape Town Hotel School

Qualification :

Matric

Date Completed :

2007

Institution :

Oude Molen Technical High School



Computer Skills

Programs/Systems :

MS Office Suite

Opera

Hotelier

Tourplan

Wetu

Micros

Additional Training and Skills

Practical Training

Institution: Cape Town Hotel School Restaurant & Kitchen

Duration: 8 weeks

Institution: Protea Hotel Island Club

Duration: 80 hours

Short Courses

Institution: Cape Peninsula University of Technology

Courses: ■■■■■■

Bar Course

Preliminary Wine Course

First Aid

Life Skills

Wines of the World

Wine and Food Pairing

Institution: University of Cape Town

Courses: Asic Financial Management (2015)

Nabila Ebrahim
Resumé of Career to Date
Company Name :
Jenman African Safaris
Type of Industry :
Hospitality
Period of Employment :
June 2016 - Date
Position :
Reservations System Administrator
Duties :

Working on the back end of the reservation system - Tourplan
Loading and updating debtors
Requesting new and updated rates, information and contracts from creditors/suppliers
Working with contracts from all creditors/suppliers and loading and updating creditors/suppliers
Loading and updating options under each creditor/supplier like accommodation, meals, activities etc.
Updating daily exchange rates on the system
Loading new consultants details onto Tourplan
Building pre costed modules
Creating the back end of documents using codes to pull through information pertaining to a particular document such as an invoice, rooming list etc.
Assisting and training consultants in working with Tourplan
Creating itineraries on Wetu
Loading debtors onto Wetu
Mapping services on Wetu
Assisting and training consultants in working with Wetu as well as drawing up training manuals
Reason for Leaving :
She enjoys her role at the moment, however, she would like an opportunity where she can deal and interact with clients directly.

Company Name :
Commodore Hotel & Portsworld Hotel
Type of Industry :
Hospitality
Period of Employment :
November 2013 - May 2016
Position :
Guest Relations Officer
Duties :

Meet and greet guests upon arrival
Assist guest queries before, during and after their stay
Arrange tours, restaurant reservations etc.

Communicate guests needs to all departments
Assist all departments when necessary
Arrange guest gifting
Ensuring that standards are upheld at all times
Reason for Leaving :
She got the opportunity to gain a different skill within this industry.

Company Name :
Acorn House
Type of Industry :
Hospitality
Period of Employment :
August 2012 - October 2013
Position :
Assistant Manager
Duties :

Opening and closing duties
Check-in and check-out procedures
Reservations
Staff management
Breakfast
Concierge
Daily reports
Month-end reports
Ensuring that standards are upheld at all times
Reason for Leaving :
Better employment opportunity

Company Name :
Ellerman House
Type of Industry :
Hospitality
Period of Employment :
May 2012 - August 2012
Position :
Waiter
Duties :

Breakfast, lunch and dinner preparation
Breakfast, lunch and dinner service
Beverage stock take
Assisting in the villa, which is separate to the hotel - duties include welcoming of guests, set up for breakfast, lunch and dinner, stock take and replenishment of goods.
Reason for Leaving :
Better employment opportunity

Company Name :
Pumba Private Game Reserve
Type of Industry :
Hospitality
Period of Employment :

July 2011 - December 2011

Position :

Restaurant Floor Supervisor / Front Office Receptionist

Duties :

Breakfast, lunch and dinner preparation

Breakfast, lunch and dinner service

Beverage stock control

Overseeing the smooth running of the restaurant

Check-in and check-out procedures

Daily reports

Reason for Leaving :

Work integrated learning (practical) came to an end

Company Name :

Woolworths Head Office

Type of Industry :

Retail

Period of Employment :

January 2010 - July 2011

Position :

Chef Assistant

Duties :

Breakfast preparation and service

Lunch preparation and service

Food temperature control and documentation

Reason for Leaving :

Work integrated learning (practical) came to an end; further studies.

Company Name :

Table Bay Hotel - Atlantic Restaurant

Type of Industry :

Hospitality

Period of Employment :

September 2008 - January 2009

Position :

Hostess

Duties :

Breakfast preparation and service

Special functions preparation and service

Restaurant reservations

Daily cash up; Inventory stock take

Reason for Leaving :

She enrolled full time at CPUT for a Diploma course

[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Nabila Ebrahim XE
■MPC Consultant Name ■| ■Gizyle Bezuidenhout (021) 552 8048