

All Information concerning the Candidate is furnished to the Client in strict confidence. The Client may not divulge this information to any third party, nor contact the Candidate's present employer, nor take references without prior consultation with MPC Recruitment"

Position Applied For:

Porter

Candidate Name:

Siyabonga Nqowana

MPC Consultant Name:

Marika Wilkinson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

12 October 2017

Personal Details

Surname :

Nqowana

First Names :

Siyabonga

Nationality :

South African

Language Proficiencies :

English, Xhosa

EE/AA Status :

African Male

Availability :

Immediate

Previous Salary :

R 5 750.00 p/m CTC

Expected Salary :

R 6 000.00 p/m CTC

Career Summary

Company

Position

Duration

Twelve Apostles Hotel & Spa

Switchboard Operator

Oct 2015 - March 2017

Twelve Apostles Hotel & Spa

Houseman

Sept 2014 - Sept 2015

Candidate Summary

Siyabonga is a very bubbly, energetic and friendly candidate. He is well-spoken and well-presented. He has gained valuable experience whilst working at 12 Apostles Hotel & Spa where he was a Switchboard Operator for 1 year and 6 months, he also assisted in Reception as required. He describes himself as someone who enjoys a new challenge, he takes initiative to develop his own abilities.

Academic History

Qualification :

NCV: Information Technology & Computer Science (Level 2-4)

Date Completed :

2010 - 2013

Institution :

False Bay College

Qualification :

Matric

Date Completed :

2009

Institution :

iKamvalesizwe High School



Computer Skills

Programs/Systems :

MS Office

Opera (basic)

Switchboard

Siyabonga Ngowana
Resumé of Career to Date
Company Name :
Twelve Apostles Hotel & Spa
Type of Industry :
Hospitality
Period of Employment :
September 2014 - March 2017
Position :
Switchboard Operator
Promoted from Houseman
Duties :

Switchboard (October 2015 - March 2017):
1st Line of contact
Answering calls and directing them to guests or departments.
Taking messages when someone is not available and ensuring that the correct person is notified when possible.
Reception (Assisted when required):
Show guests around the property
Room guests and explain services etc.
Assisted with checking in guests
Houseman (September 2014 - September 2015)
Reason for Leaving :
He relocated back to the Eastern Cape to recover after being injured when his home was broken in to. He has now relocated back to Cape Town and is seeking a permanent employment opportunity.

Company Name :
DLC Film Agency
Type of Industry :
Film / Media
Period of Employment :
2010 - 2013
Position :
Freelance Actor (Extra) and Model
Reason for Leaving :
Holiday work whilst studying.

Company Name :
Stanley's Restaurant
Type of Industry :
Food & Beverage
Period of Employment :
2010 - 2013
Position :
Barman
Reason for Leaving :
Holiday work in the Eastern Cape whilst studying.

[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Siyabonga Nqowana XE

■MPC Consultant Name ■| ■Marike Wilkinson (021) 552 8048