

CONFIDENTIALITY CLAUSE: 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:

Receptionist

Candidate Name:

Mpumelelo Brian Goba

MPC Consultant Name:

Marika Wilkinson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

18 August 2017

Personal Details

Surname :

Goba

First Names :

Mpumelelo Brian

Nationality :

South African

Language Proficiencies :

English, IsiXhosa and IsiZulu

EE/AA Status :

African, Male

Availability :

2 Weeks' Notice

Current Salary :

R 6000.00 p/m

Expected Salary :

R 6500.00 p/m

Career Summary

Company

Position

Duration

Island Club Hotel & Apartments

Receptionist

Jan 2017 - Date & Jan 2015 - Dec 2015

Protea Tiger Valley by Marriott

Waiter

January 2017

Colosseum Luxury Hotel

Waiter

Nov 2014 - Jan 2015

Candidate Summary

Brian Completed the Hotel Operations Programme through the International Hotel School in 2015. He is a well-presented candidate who is eager to learn and grow. He is currently seeking a new opportunity within hospitality to develop and gain more experience.

Academic History

Qualification :

Diploma in Hotel Operations City and Guilds

Date Completed :

2015

Institution :

The International Hotel School

Qualification :
Matric
Date Completed :
2013
Institution :
Maitland High School



Computer Skills
Programs/Systems :
MS Office
Opera

Additional Training and Skills
Training
2014
Company: Colosseum Luxury Hotel
Departments: Accommodation, Food, Beverage and Reception

Mpumelelo Brian Goba
Resumé of Career to Date
Company Name :
Island Club Hotel & Apartments
Type of Industry :
Hospitality
Period of Employment :
January 2017 - Date & January 2015 - December 2015
Position :
Receptionist
Night Auditor / Receptionist
Duties :

Greet and welcome guests
Answer questions and address complaints
Answer all incoming calls and redirect them or keep messages
Check-in and out guest,
Take payment
Night auditing
Check, sort and forward emails
Take up other duties as assigned (travel arrangements, schedules etc.)
Reason for Leaving :
Seeking an opportunity to learn more and grow.

Company Name :
Protea Tygervalley by Marriott
Type of Industry :
Hospitality
Period of Employment :
January 2017
Position :
Waiter
Duties :

Greet guests and present menu's
Take orders and serve food and beverages to guests.
Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
Take payments
Reason for Leaving :
Resigned due to transport problems.

Company Name :
Colosseum Luxury Hotel
Type of Industry :
Hospitality
Period of Employment :
November 2014 - January 2015
Position :
Waiter
Duties :

Greet guests and present menu's

Take orders and serve food and beverages to guests.
Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
Take payments
Reason for Leaving :
Offered a better opportunity.

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Mpumelelo Brian Goba XE
■MPC Consultant Name ■| ■Roscoe Assure (021) 552 8048