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Position Applied For:

Receptionist

Candidate Name:

Sinazo Speelman

MPC Consultant Name:

Marika Wilkinson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

06 September 2017

Personal Details

Surname :

Speelman

First Names :

Sinazo Lerato

Nationality :

South African

Language Proficiencies :

English, Xhosa, Afrikaans

EE/AA Status :

African Female

Availability :

Immediate

Expected Salary :

R 6900.00 p/m

Career Summary

Company

Position

Duration

Belmond Mount Nelson Hotel

Concierge Agent

Apr 2017 - June 2017

Belmond Mount Nelson

Switchboard Operator

Feb 2017 - Mar 2017

The Commodore & Portswood Hotel

Trainee

Jul 2016 - Dec 2016

Candidate Summary

Sinazo is a well presented, well-spoken candidate. She is passionate about the hospitality industry and has completed her National Diploma in Hospitality Management. She is currently studying part-time towards her Btech in Hospitality Management.

She describes herself as a someone with good communication skills who can relate to different people. She mentioned that she can work under pressure whilst managing her duties and time well. She continued to say that she is always willing and eager to learn.

Academic History

Qualification :

National Diploma: Hospitality Management
Date Completed :
2016
Institution :
CPUT

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

Computer Skills
Programs/Systems :
■.■Micros Opera
■.■Micros Point of Sale
■.■Word

Additional Training and Skills
■.■Opera Course
■.■Cape Academy Wine Course
■.■Shakers SA Bar Course
■.■Hospitality Information Systems Product Management
■.■Hospitality Information Systems PASTEL Course
■.■First Aid
■.■HIV & AIDS, STI & TB Awareness

Sinazo Speelman
Résumé of Career to Date
Company Name :
Belmond Mount Nelson Hotel
Type of Industry :
Hospitality
Period of Employment :
February 2017 - June 2017
Position :
Concierge Agent
Promoted from Switchboard operator
Duties :

Concierge Agent (April 2017 - June 2017):

- .■Interact with guests and know their preferences
- .■Knowledge of the Cape Town and Attractions
- .■Knowledge based on tours, restaurants ,maps
- .■Ability to act on guest's requests
- .■Proficiency skills in computer literacy

Switchboard Operator (February 2017 - March 2017):

- .■Take accurate messages
- .■Ability to direct calls
- .■Ability to answer telephones as per required standard
- .■Proficiency skills in computer literacy
- .■Administrative Front Office paperwork

Reason for Leaving :

Seeking an opportunity in a smaller establishment.

Company Name :
The Commodore & Portswood Hotel
Type of Industry :
Hospitality
Period of Employment :
July 2016 - December 2016
Position :
Trainee
Duties :

- .■Receptionist
- .■Housekeeping coordinator
- .■Housekeeping Management & Supervisory Training
- .■Housekeeping Administrator
- .■Room Attendant
- .■Guest Relations Officer
- .■Switchboard Operator
- .■Purchasing
- .■Reservations
- .■Human Resources Management Training
- .■Account Department
- .■Sales & Marketing

Reason for Leaving :

Internship / In-service Training complete.

Company Name :

Granger Bay Hotel School Restaurant
Type of Industry :
Hospitality
Period of Employment :
October 2015 - January 2016
Position :
Trainee
Duties :

- .■Trainee in restaurant and kitchen
- .■Preparing the restaurant for service
- .■Guest service
- .■Bar service
- .■Bar stock take
- .■Kitchen preparation in hot and cold sections

Reason for Leaving :
Practical hours as part of Diploma.

Company Name :
Southern Sun Waterfront
Type of Industry :
Hospitality
Period of Employment :
January 2015 - July 2015
Position :
Trainee in Food & Beverage Department
Duties :

- .■Preparing the restaurant for service
- .■Bar service
- .■Bar stock take
- .■Kitchen preparation in hot and cold sections

Reason for Leaving :
Internship / In-service Training complete.

Company Name :
Cape Town Hotel School Restaurant
Type of Industry :
Hospitality
Period of Employment :
July 2014 to September 2014
Position :
Trainee
Duties :

- .■Trainee in the restaurant and kitchen
- .■Preparing the restaurant for service
- .■Guest service
- .■Bar service
- .■Bar stock take

■.■Kitchen preparation in hot and cold sections

Reason for Leaving :

Practical hours as part of Diploma.