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Position Applied For:

Hospitality Systems Consultant

Candidate Name:

Nasreen Ryklief

MPC Consultant Name:

Gizyle Bezuidenhout

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

20 April 2017

Personal Details

Surname :

Ryklief

First Names :

Nasreen

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Coloured Female

Availability :

1 Month

Current Salary :

R8 500

Expected Salary :

R15k pm + Medical Aid + Pension + Petrol Card

Career Summary

Company

Position

Duration

Go Tourism Promotions

Assistant Groups Consultant

Feb 2017 - Date

Jenman African Safaris

Tour Coordinator

Mar 2016 - Aug 2016

Evenflow Distribution

Sales Administrator

Mar 2015 - Jul 2015

Academic History

Qualification :

B-Tech: Tourism Management in Events Management

Date Completed :

2016

Institution :

Cape Peninsula University of Technology

Qualification :

National Diploma Hospitality Management Professional Cookery

Date Completed :

2012

Institution :

Cape Peninsula University of Technology Cape Town Hotel School

Qualification :

Matric

Date Completed :

2009

Institution :

Oracle Academy High School



Computer Skills

Programs/Systems :

MS Office Suite

Micros

OPERA

Additional Training and Skills

Shaker Bar Course

First Aid Course

Preliminary Wine Course

Wines of the World

Micros Point of Sale system

Opera

Institution: La petite patisserie Training academy

Duration of course: 2 months

Qualification: Master Cake Decorating Certificate (SACA recognized)■■■

Additional courses

Food Photography

Nasreen Ryklief
Resumé of Career to Date
Company Name :
Go Tourism Promotions
Type of Industry :
Travel & Tourism
Period of Employment :
February 2017 - Date
Position :
Groups Consultant
Duties :

Book Suppliers, guides and vehicles
Invoices
Payment Follow-ups
Guide Briefings
Maintaining supplier relations
Book flights
Itineraries■

Reason for Leaving :
She want to experience another environment, because of her personality she is quite keen to have more interaction with people in a more challenging role.

Company Name :
Jenman African Safaris
Type of Industry :
Hospitality / Gaming
Period of Employment :
March 2016 - August 2016
Position :
Tour Coordinator
Duties :

Book Suppliers, guides and vehicles
Invoices
Execute work through reservation system
Payment Follow-ups
Guide Briefings
Maintaining supplier relations
Reason for Leaving :
Focus on studies

Company Name :
Evenflow Distribution
Type of Industry :
Distribution
Period of Employment :
March 2015 - July 2015
Position :
Sales Administrator
Duties :

Customer correspondence
Basic Pastel operations
Debtor follow ups; Sales
Reason for Leaving :
Contract Ended

Company Name :
Space Cakes and Catering
Type of Industry :
Catering
Period of Employment :
Current (Part time)
Position :
Director
Duties :

Financial Management
Procurement
Creating Bespoke Wedding Cakes
Boardroom Catering
Exhibitions at bridal expos
Reason for Leaving :
She do this on the side whenever she has time, however, it does not interfere with her daily work performance.

Company Name :
Ntombi Holdings Enterprises t/a Ntombi Canteen Solutions
Type of Industry :
Services
Period of Employment :
4 months (part-time)
Position :
Chef Consultant
Duties :

Health and safety training
Food Preparation training
Implementing stock control measures
Procurement; Chemical Training
Reason for Leaving :
This was only a contract assignment

Company Name :
Grootbos Private Nature Reserve
Type of Industry :
Hospitality / Gaming
Period of Employment :
April 2013 – April 2014 & July 2012 – January 2013
Position :
Chef De Partie
3rd Year Chef Trainee
Duties :

Chef De Partie (Apr 2013 – Apr 2014)
Work in all sections of the kitchen■
Ordering of stock from suppliers
Receiving and quality control of stock

Ensure prep is completed for menus and functions
Wedding Cakes
Supervising junior staff

3rd Year Chef Trainee (Jul 2012 – Jan 2013)
6 month internship contract
Reason for Leaving :
Started own business and furthered studies

Company Name :
African Pride Crystal Towers
Type of Industry :
Hospitality
Period of Employment :
December 2010 – June 2011
Position :
2nd Year Chef Trainee
Reason for Leaving :
6 Month Internship Contract

Company Name :
Cape Town Hotel School Restaurant
Type of Industry :
Hospitality
Period of Employment :
2010 – 2012
Position :
Worked Front & Back of House
Reason for Leaving :
Practical Internship Completed

Other Part-time Employment:

- Co- organized the International Conference on Business and Finance for CPUT
- Worked on a part time basis for Mooi Complete Services
- Made wedding and birthday cakes from home
- Table of Peace and Unity
- Good Food and Wine show
- JnB Met
- Part Time employment at Rainbow Room
- Service Learning Program, providing skill based training for individuals without formal education

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■Candidate Name ■|■Nasreen Ryklief XE

■MPC Consultant Name ■| ■Gizyle Bezuidenhout (021) 552 8048