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| Position Applied For: | **Receptionist** |
| Candidate Name: | **Sinazo Speelman** |
| MPC Consultant Name: | **Marike Wilkinson** |
| MPC Consultant’s Contact Details: | **(021) 552 8048** |
| Date Referred: | **06 September 2017** |

Personal Details

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| **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

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| **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

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| **Qualification :** | National Diploma: Hospitality Management |
| **Date Completed :** | 2016 |
| **Institution :** | CPUT |

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

Computer Skills

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| **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

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| **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. |

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| **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. |

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| **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 old sections | |
| **Reason for Leaving :** | | Practical hours as part of Diploma. |

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| **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. |

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| **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. |