

HLENGIWE THOBILE MASINA

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Address: Dalriach West Mbabane, Dobsin Road

Career Objective

Looking to apply advance communication and administrative skills and help management carry its daily tasks. I also intend to use my clerical experience to fuel a symbiotic relationship between company employees and the clients.

Experience

Receptionist

Thokoza Conference Centre Jan 2016 - Present

- Bookings & Reservations
- Invoices, Quotations and
- Purchase Orders Board/Staff meeting schedules and conference set up
- Responsible for all incoming and outgoing calls
- Access and reply to emails
- Signing of all company directed deliveries Assisting and welcoming all Guests
- Making sure all conference rooms are ready for use
- Receipt of all transactions of cash made
- Ensuring all check ins and check out times are correctly done
- Responsible for Petty Cash
- Responsible for meeting set up and circulating related documents.

Cleaner Supervisor

The Pest Control Specialists Jan 2014 - Oct 2015

- Cleaning
- Stock Taking
- Monitoring cleaning.

Education

AMADI COLLEGE 2013 - 2014

Diploma – Secretarial in Administration

MHUBHE HIGH SCHOOL 2006 - 2010

IGCSE – Certificate

Job Related Skills

- **Pastel** - *Experienced Level*
- **Microsoft Excel** - *Experienced Level*
- **Microsoft Word** - *Experienced Level*
- **Hotel Management System** - *Experienced Level*
- **Microsoft PowerPoint** - *Experienced Level*

Awards and Certifications

Driver's Licence

Customer Service Award - Institute of Research Management and Development (IRDM)

References

Available upon request