uchechi OKEZIE

18 Fourth Street,

Maraval

Phone (868) 628-3291

Cell (868) 276-6437

[uchechi.okezie@gmail.com](mailto:uchechi.okezie@gmail.com)

Dear Sir/Madam

I would like you to consider my application for the any position which I am qualified for.I have in the hospitality industry within a year period. During this time I have developed a passion for providing top-quality customer service.

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I endeavor to use the conceptual and human skills I have developed thus far in adding positively to your establishment. I am certain that I will add value in any role I am assigned to. I am also confident that I possess the qualities that your organization looks for in an employee and would appreciate the opportunity to discuss my application in person.

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Yours Respectfully

UchechiOkezie

**UCHECHI OKEZIE**

18 Fourth Street, Maraval [628-3291] (h) [276-6437] (c) uchechi.okezie@gmail.com

**Objective** To work in an environment that stimulates me intellectually, allowing me to utilize my strengths to be an essential part of an Organization/Company, achieving desired goals of the business as well as my own personal goals.

**Nationality** Trinidadian

**Experience**  **Busy Bees Junior Primary School (Butterworth, South Africa)**

**English and Afrikaans Teacher**

2014 October - 2015 September

CORE RESPONSIBILITIES

* Compiling and following the scheme of work that is required for the particular language and grade
* Following the time allocation for classes
* Teaching the students according to the current educational system
* Encouraging the students to participate educational extra mural activities such as: Debating Club, Public Speaking, Spelling Bee, Impromptu Speech, Unprepared Reading and Essay Writing
* Supervising the various prefects within the school

**Garden Court Kings Beach (Port Elizabeth, South Africa)**

**Hotel Internship**

2012August – 2013 February

CORE RESPONSIBILITIES

* Filling documents as per the requirement of the front office department
* Updating files and registers cards of new and existing guest within the hotel
* Updating and routing hotel vouchers
* Greeting guests,
* Carrying out the day to day administration of the front office, including answering telephones and clerical activities.
* Answering queries from guests, referring them to contact points at which they can obtain further information.
* Liaising with other departments regarding matters arising: e.g. Security, Housekeeping, Engineering, Accounting, Food &Beverage, etc
* Reporting to Front Office Manager any maintenance that needs attention at the Lobby.
* Delivering high service standards.

**Southern Sun Newlands (Cape Town, South Africa)**

**Hotel Internship**

2011 January - 2011 June

CORE RESPONSIBILITIES

* Preparing restaurant for oncoming shift
* Taking orders
* Greeting guests and assisting them with orders or enquires , including room service
* Cashing up and keeping records of receipts
* Assisting supervisor in filling, and other clerical responsibilities
* Ensuring quality of inventory by adhering to merchandise standards and preventing damage goods
* Preparing for meals,i.e.(Breakfast packs or dietary requirements)
* Making meal plans and recommendations for healthy meals for guests

**Walter Sisulu University (East London, South Africa)**

**Peer Assistant Leader (Tutoring)**

2011-2012

CORE RESPONSIBILITIES

* Preparing and facilitating learning sessions to Freshman
* Setting mini tests
* Attending to student matters
* Working closely with the lecturers concerned, to ensure that what was done

during lectures is covered during tutoring sessions

* Attending to students who find difficulties with their subjects
* Assisting students with their exam revision and major assignments.

**Education/ Certificates**

WALTER SISULU UNIVERSITY (EASTERN CAPE, SOUTH AFRICA)

**National Diploma: Hospitality Management** 2010-2013

BETHEL COLLEGE HIGH SCHOOL (EASTERN CAPE, SOUTH AFRICA)

2003-2008

**NATIONAL SENIOR CERTIFICATE (NSC)**

Subject Grade

English Home Language Credit

Afrikaans First Additional Language Pass

Mathematics Pass

Life Orientation Credit

Accounting Pass

Computer Application Technology Credit

Economics Pass

**Reference**

**COLFIRE**

Assistant Underwriter/Specialty Lines Representative

Mr. Stewart Hernandez Cell: 275-5521/ 447-7022

Work: 653-1352, Ext 4122

**University of the Southern**

Professor of Education

Dr. Franklyn Baldeo Cell: 799-7833/351-9811

Work: 662-2241, Ext 2424

**Busy Bees Junior Primary School (South Africa)**

Deputy Principal

Mr. Paul Lulema Cell: +27 84 039 5773

Work: + 27 47 491 8130

**Walter Sisulu University (South Africa)**

Lecturer

Mr. Oswald Mhlanga Cell: +27 79 323 6263

Work: +27 43 702 9282