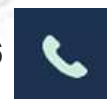


THABSILE NOLWAZI KHOZA

076 783 4676



I am a dedicated, organized, and methodical individual. I have good interpersonal skills, I am an excellent team worker, and I am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done.

thabsile.nolwazi@gmail.com



SW 5 Los Alamos Unit 96,
Vanderbijlpark 1911



PERSONAL INFORMATION

Date of Birth : 24 September 1990
Gender : Female
Race : African
Marital Status : Single
Nationality : South African
Language Proficiency : English
Driver's License : Code 10 (C1)
Criminal Record : None

EDUCATIONAL BACKGROUND

Last School Attended : Komatipoort Akademie
Highest Grade Passed : Grade 12
Year Obtained : 2008

TERTIARY QUALIFICATION

Institution	Qualification/Course	Year Obtained
Rosebank College	Diploma in Travel Tourism Management	2014

PERSONAL QUALITIES/ SKILLS

- Excellent communication Skills (Written & Verbal)
- Analytical Thinker & Problem Solving.
- Computer Literate: Microsoft Office (Suite).
- Completion: ability to meet set goals & deadlines.
- Avid learner: I am committed to improving myself.
- Responsible: can be counted on to complete tasks assigned to me.
- Communication: ability to work with clients, coworkers, and managers.
- Problem-Solving: ability to evaluate situations and find effective solutions.

CAREER SUMMARY

La Provence Guesthouse Guesthouse Manager

December 2022 - Current : Current

Key Responsibilities

- Reservations on Quotation, receiving payments on QuickBooks (from bank statements), booking system using Access, following up on quotations and enquiries, reception duties.
- Checking in off guests, Accounts (QuickBooks), Debtors and Creditors, Day to day running of Guesthouses, managing kitchen and Cleaning staff, Invoicing, checking in of Guests.
- Handling Petty Cash, receiving payments from guests paying cash and with swipe machine, Stocktaking Purchases, capturing expenses.
- Follow-up on payments, Email monthly Statements to customers, preparing breakfasts and Lunch packs.

Neda Engineering Group (Mbombela) Typist / Administrator / Receptionist

11 April 2019 - 31 October 2020 : Retrenchment

Key Responsibilities

- PA duties for Directors, correspondence with Time Freight and DHL, File quotation in pending, switchboard (Directing calls, taking messages for other staff members.)
- Typing for the NDT and AIA, Data packs for NDT and AIA office, requisitions for NDT office and AIA and all Office staff when needed, Data capturing of Access-Archives-NW book.
- Assist with staff functions, etc., all travel and accommodation arrangements, archives, and checking of basic Job file information, Transmittal Notes for the NDT office and AIA .
- Job files for the NDT office and AIA, get quotations when required, receiving of quotations from clients
- Adhoc duties for Engineering and Draughting Office, Admin and PMO when required, telephone calls for employees without codes, distribution of e-mails received at the Neda Engineering Group

Sibusisiwe Electrical (Mbombela) Administrator

January 2018 - December 2018 : End of Contract

Key Responsibilities

- Screening and directing calls, taking messages for other staff members, manage the filing System, handling Documentation (Completing Tender Documents) Accurately.
- Arranging Training for All Staff Members and Accommodation Arrangements (Nosa, Eskom, TZM Services), providing administrative support to the Director and Manager.
- Do call outs for repairs of machinery, vehicles & equipment, managing of office stationary, attend meetings on behalf of management and report back, (Tender Briefings).
- Keeping Track of all company Vehicles (Car Track System).

Boschdal Guesthouse Reservationist / Receptionist

August 2016 - December 2017 : Resigned due to Relocation

Key Responsibilities

- Handling Quotations on Reservations, handling 30 Rooms, conferencing Bookings, Guest Liaison, knowledge of Innkeeper Program.
- Check-in and Out of Guests, handling Petty Cash, handling Online Booking and Quotation, handling the guesthouse reception.

Kawaida Collaborative Human Resource Assistant / Facilitator

March 2016 - June 2016 : End of Contract

Key Responsibilities

- Arranging Audits (Meetings) telephonically for municipal employees on behalf of Kawaida Collaborative, arranging meetings for other Districts and taking note of any cancellations.
- Supervision of other team Members, calculating of Hours Worked by Team Members.

REFERENCES

References	Contact Person/Position	Contact Number
Sibusisiwe Electrical	Sibusiso Sithole (Director)	082 418 6637
Neda Engineering Group	Jubilate Mashaba (HR Manager)	079 072 3227
Kawaida Collaborative	Franci Claassens (Manager)	072 370 9066