

CONTACT

Maylene Shodries

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Witpoortjie

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OBJECTIVE

As a hardworking and driven hospitality graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish in any work environment. I know with my enthusiasm, keen nature, putuality and self confidence I can strive in any challenge put in front of me.

EXPERIENCE

01 July 2024 - 03
August 2024

- **Sales Consultant**
UDM International
One month of Skills Training
Telesales Environment
Basic training on how to sell, skills to object, admin training, telephonic skills training. Working under supervision.

03 July 2023 - 20
December 2023

- **Administrator**
Eezi Serv
Part time administrator
Filing, receiving and responding to emails, telephone etiquette, Microsoft Office basic skills, making number plates, filling out paperwork, keeping workspace neat and tidy, handing over accounts for banking purposes, managing accounts.

18 December 2019
- 23 March 2023

- **General Assistant**
Food Lover's Market
General work, managing fridge and nut bar, ordering stock, stock taking, general health and safety procedures, serving customers, making special adverts, packing out stock and keeping department neat and full and tidy, stock rotation.

01 November 2018
- 01 December
2019

- **Receptionist**
Havana Thai Spa
Making bookings
Telephonic etiquette
Microsoft Office
Receiving and responding to emails
Welcoming clients
Keeping reception area neat and tidy
Dealing with walk ins
Payment procedures
Filing admin
Stock taking
Handling client queries

01 May 2016 - 15
December 2016

- **Receptionist Internship**
Hotel by Marriott Balaliaka
Welcoming Clients
Microsoft Office
Telephonic etiquette
Handling payments
Dealing with queries
Administration duties
Shadowing Hotel and Accounts Manager
Meet and greet with international guests

EDUCATION

2012

- **Allen Glen High School**
Matric
Grade 12

2015

- **The Swiss Hotel School**
Hospitality Management
Diploma

LANGUAGES

- English
- Afrikaans

REFERENCE

- **Tishana Adams - UDM International**
Supervisor
Tishanaa@udm.co.za
- **Ridhaa Mondell - EeziServ**
Manager
ridhaa@eeziserv.co.za
- **Richard - Food Lovers Market**
Store Manager
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