

**Anita Ncinane**  
**National Diploma in Tourism**  
**Curriculum Vitae**

**PERSONAL DETAILS**

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7580

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E-mail : [anitancinane12c@gmail.com](mailto:anitancinane12c@gmail.com)

Date of Birth : 07 April 2001

ID Number : 0104070239082

Citizenship : South African

Marital Status : Single

Gender : Female

Home Language : IsiXhosa & English

Occupation : Student

Health Status : Excellent

Driving License : Learners License

**EDUCATIONAL QUALIFICATIONS**

**SECONDARY EDUCATION**

Highest Grade Passed : Matric (Grade 12)

Year : 2019

Institution : Bridgetown High School, Athlone

Subjects : English Home Language  
IsiXhosa Second Language  
Mathematical Literacy  
Life Orientation  
Business Studies  
Geography & Tourism

## **TERTIARY EDUCATION**

Institution : Northlink College Tygerberg Campus

Subjects Passed 2021-2022 : Tourism Communication N4, N5  
Travel Services N4, N5, N6  
Travel Office Procedures N4, N5, N6  
Tourist Destinations N4, N5, N6  
Hotel Reception N6  
Computer Practice N4 (Microsoft Office)  
Word & Excel

## **OTHER QUALIFICATIONS**

Wine Course : March 2022  
Amadeus : November 2022

## **WORK EXPERIENCE**

Company : Onomo Hotel Inn on The Square 2023-2024

## **DUTIES**

External and Internal telephone calls at reception  
Morning and afternoon shift at reception desk  
Deal with verbal and written complaints received at reception desk  
Check in and out of guests  
Concierge desk activities  
General filing and administration at reception desk  
Recording and management of reservations using available system  
Make guest reservations  
Night Audit

## **REFERENCES**

Carine Esterhuysen  
Lecturer: Accounting (TOP N5) and Computer Practice  
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