



# REANETSE PRUDENCE MOGOTSI

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**in** Reanetse Mogotsi

## PERSONAL DETAILS

- Date of Birth : 01/05/1994
- Marital Status : Single
- Nationality : South African
- Visa Status : Visit visa

## OBJECTIVE

I am a hardworker with excellent communication and interpersonal skills, a fast learner who's able to delegate and an excellent team player, with more than 2 years of experience in a public based organisation. I am always eager to learn to boost my skills and experience, to work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. Significant contribution to the success of the company.

## SKILLS

- Basic Computer Literacy. • Arrange Paper work in order. • Fast Learner. • Excellent communicator.
- Ability to delegate. • Verbal and written communication skills. • Paying attention to detail.

## EXPERIENCE

- **The DHL Eatery**

*January 2020 - December 2021*

Hostess

- Extend warm welcome to all guests arriving to the outlet.
- Escort guests to their table and presenting the menu.
- Ensure extensive knowledge of menu and outlet products.
- Manage guest queries in a friendly, timely and efficient manner.
- Maintain highest level of grooming (cleanliness and personal hygiene)
- Answer phone calls courteously and promptly.
- Engage with guests.
- Receiving and confirming restaurant reservations.

- **The Chicken Bar**

*January 2018 - November 2019*

Cashier

- Manage transactions using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments in cash or credit.
- Issue receipt, change or tickets.
- Redeem stamps and coupons.
- Bag, box or gift wrap packages.

- **The Tight Corner**

*January 2016 - March 2017*

Waitress

- Welcoming guests and sitting them down.
- Taking reservations and managing them.
- Provide menus.
- Serve customers with their preferable choice of their food available on the menu.
- Answer calls and addressing customer queries.
- Engage with customers, and suggest dishes on special.
- Maintaining a clean working station.

## EDUCATION

- **Ekurhuleni East College**

*2014*

Hospitality Management

N4

- **Geluksdal Secondary School**

*2012*

Commerce and Business Management

Grade 12 (Matriculation)