**Sharai Machando**

**Career Objectives**

Highly creative , self-motivated and goal oriented individual with excellent communication skills. Professional , punctual and excellent grooming standards with a positive attitude who can work well with both individually or in team work setups respecting both my superiors and subordinates.

**Work Experience**

***Jan 2013-March 2016 Human Resources Manager : Sea Five Hotel Camps Bay Capetown South Africa***

* Achieving and maintaining hotel operational objectives
* Monitoring and measuring team performance and offer training where and when necessary
* Conducting and managing staff developing activities
* Managing employee relations and human resources communication
* Asses hotel needs ,develop human resources solutions and implement strategies in the areas of employee relations
* Implement and follow safety policies
* Hiring ,training and placing front and back of house hotel staff
* Conducting disciplinary sessions

***Dec 2011- Dec 2012 Restaurant Manager :Dulce Café West Coast Village Capetown South Africa***

* Front and back Office management
* Bulk and daily stock taking
* Recruiting, hiring, training and placing staff and waiters
* Help ,make orders in the bar and kitchen when shop is busy
* Attending and solving customer complaints

***Feb 2009 – Dec 2011 Waitress : Dulce Café Bayside Mall Capetown South Africa***

* Meet ,greet and sit guests
* Taking food and beverage orders from customers and delivering service
* Reporting to restaurant manager and supervisor
* Handling cash and billing as per POS
* Maintaining cleanliness and a hygienic café

**ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

1. **DIPLOMA IN HUMAN RESOURCES MANAGEMENT [2011]**

INTEC COLLEGE CAPETOWN SOUTH AFRICA

1. **ADVANCED LEVEL**

MPANADAWANA HIGH SCHOOL ZIMBABWE [2005]

1. **ORDINARY LEVEL**

MPANADAWANA HIGH SCHOOL ZIMBABWE [2003]

**OTHER QUALIFICATIONS**

* Highly computer literate – Ms Office , Excel and Word
* Events and wedding planning -interior décor and designs
* Complaints handling
* First Aid

**PERSONAL DETAILS**

Sex Female

Nationality Zimbabwean

Marital Status Single

Visa Status Visitor Visa

Languages English Shona and Xhosa

**Job Seeker First Name / CV No: 1829346**

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