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|  |  | **CV****Lloyd McDonald Sizwe Jacobs** |
| ProfileA dedicated team player, very competent in dealing with practical issues and providing solutions for work-related problems. I possess excellent communication skills, problem-finding, and solving skills, and the ability to prioritize workloads to meet deadlines. I can adapt quickly to new environments and although I have experience in Human resources Administration and Construction.ContactPHONE:071 373 2077076 435 4519Email:Lloydjacobs2000@gmail.com**SKILLS & COMPETENCIES**• Personal Skills: Strong Leadership Skills (Decision Making, Strategic Thinking, and Acting), Business Awareness,Ideation, Administrative Skill, Time Management; Problem-solving skills & Relationship building.• Communication Skills: Excellent interpersonal, group facilitation & public speaking.• Driver’s Licence: Clean Code 10• Skill: Proficient use of MS Office Suite (Word, Excel, PowerPoint),  |  | EDUCATIONLee Rand SecondaryCompleted Matric - 2012Istanbul Sabahattin Ziam University (Turkey)MBA (Master of Business Administration) 2022University of South AfricaBCom Accounting and Internal Auditing 2022 - currentWORK EXPERIENCE  Protea Hotel Central - Banqueting and Bar **January 2012 – December 2013 Part Time*** Prepare coffee breaks, carts, and stations with appropriate food and beverages as stated in Banquet Event Order.
* Delivering Alcoholic and Non-alcoholic drinks for service to your customer’s table.
* Take beverage orders and collect payments where specified.
* Remove China, glassware, silverware, etc. from tables at the conclusion of the meal period and deliver to the stewarding area.
* For defective minibars, issuing a Malfunction Request Slip and notifying the technical service, etc. performs duties and operations.
* Preparing the mini bar cart for service
* Checking the mini bars in the rooms, to complete the deficiencies and process them for the customer’s account,
* To clean the minibars.
* In case the customer leaves the hotel, check the mini-bar in his room and notify the reception of the consumed food and drinks, f ) Fill the minibar list prepared for each room and report Cost-Control.

**Edgars Store- Sales Consultant December Casual** **December 2013** **– March 2014 Part time*** Ensuring that the sales departmental targets are achieved
* Providing customers service
* Merchandising of stock
* Managing stock losses
* Housekeeping

**Free State Department of Education- Personal Assistant** **March 2014** **– December 2014 Part-Time (Volunteering)*** Schedule meetings and manage calendars.
* Answer phone calls and emails and take messages.
* Take accurate and comprehensive notes at the meeting.
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* Answer phone calls and emails and take messages.
* Take accurate and comprehensive notes at the meeting.

 Central University of Technology – Computer Lab Student  **March 2015 - September 2015 Part Time*** Assisting Students with Computers.
* Maintain the Computer Lab.

  Motheo TVET College Hillside View Campus - Admin Clerk **January 2016 – November 2016*** Managing the Switchboard
* Capturing Data (Microsoft Word, Excel).
* Scheduling Meetings and welcoming visitors.

 **Liviero Construction – Assistant Safety Officer** **Nov 2017- Sep 2018 11 months** **Central University of Technology – Bloemfontein*** Perform daily site inspections
* A Report accidents, unsafe conditions, and unsafe acts to the superintendent.
* Attend, participate/or facilitate safety meetings including Safety Committee meetings and Toolbox Meetings.
* Raising health and safety awareness and reporting on key issues.
* Intervene in unsafe activities.

**Istanbul Sabahattin Ziam Üniversitesi** **March 2020 – April 12 months*** Assistant Deputy Coordinator, International Office
* Handle inquiries from students, visitors and parents from outside Istanbul, Turkey.
* Deal with inquiries from university staff regarding international students.
* Process and evaluate applications from potential students and exchange students.
* Organize events for international students.
* Assist with visa inquiries, such as extensions or deadlines
* Operate a ‘Student drop-in’ center for international students
* Support international students throughout their period of study
* Coordinating exchange programs with countries across the world.
* Promote the university by visiting other countries
* Attend international exhibitions and meetings as a university representative
* Organize orientation days for new international students

Facilitate the arrival of new students (information and advice before arrival. **Synergy HR Consulting - HR Officer** **June 2021 - Current*** Contract of employment
* Job descriptions
* Sick Leave Policy
* First Aid Training
* Occupational Injuries diseases and social media policy

ReferencesAvailable upon request |
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