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|  |  | **CV**  **Lloyd McDonald Sizwe Jacobs** |
| Profile A 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. Contact PHONE:  071 373 2077  076 435 4519  Email:  [Lloydjacobs2000@gmail.com](mailto: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 Secondary Completed Matric - 2012 Istanbul Sabahattin Ziam University (Turkey) MBA (Master of Business Administration)  2022 University of South Africa BCom Accounting and Internal Auditing  2022 - current WORK EXPERIENCEProtea 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. * Schedule meetings and manage calendars. * Answer phone calls and emails and take messages. * Take accurate and comprehensive notes at meetings. * Schedule meetings and manage calendars. * 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  References Available upon request |
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