

CURRICULUM VITAE



Personal Details

Full Name: MAGDA DOWKER
Title: M/S
Identity Number: 551205 0042 00 83
Drivers Licence: 08
Address: No 1 Riebeeck, 208 Cowey Road, Morningside, Durban
Availability: Immediate
Contact Number: (cell) 082 703 9925
E-mail: magdadowker@gmail.com

Educational Qualifications

Natal College for Advanced Technical Education (Durban Business College – Albany Grove – Durban)

January 1974 to November 1974

Subjects: Burroughs & NCR Accounting Machines (Mechanised Accounting)

Accounting (Int) - Very good = 80 – 100 %
Typewriting (Sen)- Excellent = 80 – 100 %

Mitchell Girls High School – 1973

Subjects: English First Language Afrikaans Second Language
Practical Mathematics History
Geography Accountancy
Typing (47 w.p.m.)

Computer Literacy

Proficient with Pastel Versions 11
MS-Word MS-Excel
Outlook Express E-Mail

Experience in the Hospitality Industry.

I have assisted at Oxford Manor B&B, Durban North over the past 7 years when the owner's Brad & Karen Ferguson have been busy or have gone away. I have overlooked the running of the Oxford Manor B&B from bookings, kitchen, handling cash, banking, seeing to the rooms being in order, linen, purchasing of food / refreshments etc.

Contact details: Karen Ferguson (unfortunately re-located to New Zealand)

Employment Details

Company Name: Bally High B&B
Position: Manager
Date from: June 2015 to August 2016
Reason for Leaving: Position became redundant due to operational requirements, with no suitable alternative being available within the company
Responsibilities:
- Administration: making of bookings (Nightsbridge), managing of finances, ordering of Stock & supplies etc.
- Maintenance: upkeep of the interior / exterior of the guesthouse, the managing of Housekeepers & Gardeners.
- Planning of meals: developing and compiling of menus, estimating food quantities and costs,
Purchasing of food supplies, preparation of food and supervision of kitchen helpers.
- Providing of information: on tourist attractions in the vicinity as well as on personal safety Precautions.
- Communicating with business associates
Satisfying Aspects:
- Creating a 'home from home' atmosphere for guests
- becoming friends with repeat visiting guests
Demanding aspects
- the pressure and stress of peak seasons
- juggling menus to provide good food at reasonable costs
- working some evenings, holidays and weekends
- dealing with dissatisfied or overly critical guests

REFERENCES:

Rosemarie van Staden
Tel: 079 849 4662

I offer the following new born service.

Virtual Assistant – Admin Solutions is my new born baby, was formed to help business owners with their admin overload. Allowing them to concentrate on what they love most... managing and growing their businesses...

What makes me different, is that I will come to you. I can work in your office for a couple of hours or if you're happy I supply an out of office, off-site Virtual Admin / Virtual Assistant / Virtual PA service.

Whether it's a once off project, an occasional overload or a regular need, I am here for you... here to make it happen. I operate on either a contractual basis or a pay as you go system. Completely dependent on your requirements. You choose what best suits your needs.

Don't forget why you wanted to start a business in the first place, and that's why I'm here, you concentrate on your business, I concentrate on your office.

Please visit my website www.virtualassistantsa.co.za and there is a place to send me a message and I will contact you.