



CURRICULUM VITAE

Name : Nalubwama Josephine

Nationality : Uganda

Date of Birth : 16th July 1998

Sex : Female

Marital status : Single

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Languages : English, Arabic and swahili

WAITRESS / HOSTESS

PERFORMANCE SUMMARY

To secure a position as a waitress in the fields of Hospitality Industry and other related fields that would best fit my qualifications and further develop my talents, skills and working experience for continuous career improvement.

RELATED SKILLS

- Writing and taking orders
- Menu recommendation
- Computer proficient
- Cash handling
- Upbeat, friendly and positive
- Menu representation
- Clean and neat
- Payment collection
- Exceptional interpersonal skills
- Highly responsible and reliable

PROFESSIONAL EXPERIENCE

Waitress - serena hotel. Kampala- Uganda. (January 2016 - March 2019)

- Delivered exceptional service by greeting and serving customer's timely and friendly manner.
- Assisted guests with making menu choices in an informative and helpful fashion.
- Consistently adhered to quality guests service needs.
- Appropriately suggested additional items to customers to increase restaurant sales.
- Maintained knowledge of current menu items, garnishes, ingredients and preparation
- Accepted payment from customers and made change as necessary.

Waitress - Cafe Javas ltd , Uganda (August 2014- December 2015)

- Responsible to take orders and assist the cook to prepare food as per order of customers.

- Responsible in assisting the manager in preparing the menu card as well as price list.
- Providing effective supervision of all food and beverage services.
- Responsible to prepare recites and collect payments from the customers.
- Implementing an online marketing plan to promote restaurant's dishes to a wider range of people.

EDUCATION

Degree in Business Administration
Diploma in travel and hotel management
Certificate in customer care
High advanced level
Ordinary level.

References available upon request.