CURRICULUM VITAE

NAME   **: BRENDA KIMULI**

SEX   **: FEMALE**

MARITAL STATUS   **: SINGLE**

NATIONALITY   **: UGANDAN**

VISA STATUS   **: VISIT VISA**

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LANGUAGE   **: ENGLISH**

DESIRED POSITION: WAITRESS

CAREER OBJECTIVE

Seeking a position to utilize my skills and abilities in the challenging areas of company that offers growth while being resourceful, innovative and flexible.
Working experience

HOTEL LA GRANDE UGANDA (WAITRESS 2019 – 2020)

Duties and responsibilities

- Greeting and seating guests
- Taking food and beverage orders and accurately entering them into the ordering system
- Making menu item recommendations
- Communicating any food allergy or special nutrition needs to kitchen staff
- Ensuring all orders are filled quickly and accurately and that food is high quality.
- Providing attentive service to diners like refilling drinks as needed and checking their needs during meals.
- Promptly addressing any customer service issues and referring to management if and when necessary.
- Performing some cleaning duties, such as at the service station, around the kitchen and in the dining area.

Hotel African Uganda (Waitress 2017 – 2019)

DUTIES AND RESPONSIBILITIES

- Welcomes and greets customers with a warm smile
- Offer menus and provide suggestions when requested
- Serve food and beverages to the guests
- Take orders and convey them to the kitchen in a correct manner
- Deliver orders and ask for feedback during and after meals
- Receive cash and credit or debit card payments
- Respond to any questions regarding menu items
- Take necessary action to solve any complaints

EDUCATION BACKGROUND

High School Diploma

CORE QUALIFICATIONS

- Efficient and organized
- Good interpersonal and oral communication skills
- Completes all closing duties in an efficient manner
- Time management skills
- Flexibility

DECLARATION

I hereby declare that the information is true to the best of my knowledge and belief and nothing has been concealed or distorted.

BRENDA KIMULI