** AISEDION *A PHILOMENA***

 **Location: 12 street, Deira Al Murar-Dubai**

**United Arab Emirate.**

**Cell: (+971)563879543**

**Visa status: visit visa**

**Nationality: Nigeria**

**Sex*:* Female**

**Marital Status: Single**

**Email:** ***aisedionphilomena123@gmail.com***

POSITION: DEDICATED SALES / WAITRESS

**OBJECTIVE**

I am an outgoing and cooperative person who enjoys working as waitress in hospitality

Industry. I have excellent communication skills, inter personal skills and enjoy working with different people. I have both knowledge and experience in order tracking social media advertising and big passion in hospitality. I derive joy in providing the best customer services .Customers satisfaction is my utmost priority, as such I am ready to contribute my own quota to the growth and development of this organization and ready to learn and improve

***PREVIOUS WORK EXPERIENCE***

* *Rock n café eatery (Lagos) (waitress) August 2019 –April2021*
* *Luxritel Hotel Gwarimpa (FCT, Abuja) (Receptionist) sept 2018-july2019*
* *Park and shop Wuse 2 (FCT, Abuja) (sales rep)) oct 2016-march 2017*
* *Army Day Secondary School, Effurun, Warri, Delta State. (Teacher)march 2017-april2018*

**Job Details**

My duties are,but not entirely restricted to the following:

* Welcoming, greeting and serving guests
* Taking food orders and providing detailed information on menus
* Serving food and drinks to guest tables
* Checking on guests to ensure they are enjoying their meals and taking note of complaints to my supervisor for corrective measures
* Communicating with guests to resolve complaints /ensure satisfaction.
* Handling customer service inquires.
* Able to establish and maintain long-term relationships with customers.
* Able to interact with all types of customers.
* Coming up with new and innovative merchandising ideas
* Processing sales quickly, accurately and efficiently.
* Providing the highest quality of service to customers at all times.
* Listening to customer’s needs and then making appropriate suggestions.
* Advising on the availability of stock.
* Dealing with customer refunds and exchanges.
* Advising customers on any loans they can take out to make a purchase.
* Ordering stock from the warehouse.

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| ***INSTITUTIONS ATTENDED WITH DATES:*** |
| ***DATE*** | ***INSTITUTION*** | ***QUALIFICATION OBTAINED*** |
| ***2016*** | ***Ambrose Alli University, Ekpoma, Edo State*** | ***Bachelor of Science in Business Administration******2012-2016*** |
| ***2009*** | ***Palm International College, Edo State*** | ***Senior School Certificate Examination 2004 - 2009*** |
| ***2004*** | ***Edokpolor nusery and primary school, Edo State*** | ***Primary school leaving certificate, 1995-2004*** |

***COMPUTER LITERACY***

*Experience in use of Windows Operating System and Microsoft Office Productivity Suite- Word, Excel, PowerPoint, (Am ready to learn and improve more)*

***INTEREST***

* *Reading*
* *Travelling*
* *Meeting people*
* *Researching*
* *cooking*

**Skills And Competencies**

I am a talented and well-motivated worker with over two year working experience. Environmental hygiene and Customers satisfaction is my priorities at all times.

* Proficient communication and computer skills.
* Fluency in English.
* Ability to multitask, work independently and as part of a team.
* Excellent interpersonal and relationship building skill.

**Referee**

Available on request