CURRICULUM VITAE

# HADIJJAH TRACY NAJJAMBA

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Dubai- U.A.E.

POST APPLIED FOR: WAITRESS

CAREER OBJECTIVE:

To pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects. I look forward to a career that would realize my own capacity, capability, experience and give me a satisfaction having of fully realized my potentials.

EDUCATION QUALIFICATION:

* UGANDA CERTIFICATE OF EDUCATION

EXPERIENCE

# Waitress

**Company Hues Bootique Hotel Dubai Deira UAE**

DUTIES & RESPONSIBLITES:

* Greet restaurant patrons and seat them in their desired areas.
* Present customers with menus and assist them in choosing items.
* Make patrons aware of the day’s specials and respond to their questions regarding ingredients.
* Provide information regarding spice levels of each chosen item.
* Take customers’ orders and repeat them to ensure accuracy.
* Inform customers of the time it will take for their orders to be served.
* Relay order information to the kitchen.
* Follow up with kitchen staff to ensure order is prepared on time.
* Check prepared order for accuracy and portion size prior to serving.
* Serve food and beverage orders and inquire if customers would like anything else.
* Coordinate the services of servers to ensure that condiments and refills are served.
* Present customers with bills, take payments and issue receipts.
* Clear and clean tables and ensure that the around tables are cleaned properly.

**Company Febini Cleaning Services Abu Dhabi**

**Position HOUSE KEEPING**

DUTIES & RESPONSIBLITES:

* + Cleans floors and rooms. Including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and spot cleaning glass and windows.
	+ Cleans restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partitiondoors and walls, sweeping and mopping tile floors, and cleaning toilets and urinals.
	+ Vacuums, empties trash, and replaces liners.
	+ Transports dirty linens to correct area to be cleaned and restocks areaswith clean linens.
	+ Performs additional duties as needed.
	+ Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.

PERSONAL INFORMATION:

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| --- | --- | --- |
|  | Nationality : | Uganda |
|  | Gender : | Female |
|  | Marital Status : | Single |
|  | Language Known : | English |
|  | Visa Status : | Visit Visa |

DECLARATION:

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

Place: Dubai-U.A.E.

***Hadijjah Tracy Najjamba***