

CURRICULUM VITAE

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WAITRESS

CAREER OBJECTIVES:

Seeking for a position with an organization where I can utilize the best of my skills and abilities that fit to my education. Skills and experienced a place where an encouraged and permitted to be an active participant as well vital contribute on development of the company.

WORKING EXPERIENCES:

- ❖ I Have worked as a waitress in Tantalizer Restaurant in Nigeria (2 years' experience)
- ❖ I Have worked as a waitress in chicken Republic in Nigeria (1 year' experience)

DUTIES & RESPONSIBILITIES:

- ❖ Escort customers to their tables and ensures they are settled comfortably; offers coffee and other drinks
- ❖ Present the menu to customers, answers queries about it, and makes suggestions if necessary
- ❖ Inform patrons of the restaurant's daily specials
- ❖ Explain the preparation and cooking methods as well as ingredients of various menu items
- ❖ Take orders from customers for food and beverages, writes down or memorize the orders; and enters information into the computer for transmittal to the kitchen
- ❖ Serve food and beverages promptly
- ❖ Ensure that customers are enjoying their meals or that they do not have any problem with their food
- ❖ Check their identification to make sure that they meet the minimum age requirement for consuming alcoholic beverages
- ❖ Collect the customers' payments and prepares bills with itemized costs and appropriate taxes
- ❖ Prepare and tidies up the tables or counters; makes sure there are enough salt, sugar, pepper, cream, other condiments, and napkins in every table or counter.
- ❖ Performs other duties like brewing coffee and preparation of salads and appetizers

SKILLS AND COMPETENCIES:

- ❖ Basic Math.
- ❖ Verbal Communication.
- ❖ Customer Service.
- ❖ Resolve Conflict.
- ❖ Teamwork.
- ❖ Persistence.
- ❖ High Energy.
- ❖ Sell to Customer Need

COMPUTER INFORMATION:

- ❖ Office packages : Microsoft Word,

❖ Operating system : Windows 7 , XP

PERSONAL INFORMATION:

❖ Gender : Female

❖ Date of birth : 11-12-1994

❖ Marital status : Single

❖ Nationality :Nigerian

❖ Passport No : B50047529

❖ Language :English,

EDUCATIONAL BACK GROUND:

University Level

DECLARATION:

I certify that the above are true and correct to the best of my knowledge and ability. If given an opportunity to serve you, I assure you that my wealth of knowledge will surely add value to your company and will satisfy my superiors.

GABRIEL MARTINA ELAYECHE