CURRICULUM VITAE

**Aditi Kumari**

**Address: Al Umniya Building, Al Mankhool Dubai UAE.**

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**Mobile Number**: +971502491168

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**OBJECTIVE:**

With my confident, caring and friendly nature and positive attitude. I want to success in a environment and earn a position which provides myself development and help me to achieve personal as well as organizational goals. I would love to work with a team which is dynamic and continuously try to grow, innovate this industry. I have all this qualities that will help your company move forward to be a better position in the future.

**Educational Attainment:**

* 3 month Diploma in Computer Application (Microsoft word, Microsoft excel, Power point)
* Passed Higher Examination from MBOSE (Meghalaya Board School Education) in the year 2017 with arts average 52% from shillong.

**Preferred Job Position:**

* **Skills**
* Cashiering
* Waitress
* Hostess
* Front office

**SKILLS:**

* **Computer skills**
* MS Office
* Basic computer skills
* **Key skills**
* Handling with the guest
* Positive Attitude
* Work with the team
* Good communication skills
* Quick learner
* Dedication to work

**WORK EXPERIENCE:**

* **MERCURE GOLD HOTEL- Al Mina Road Dubai UAE**

**Position Title: Waitress & Hostess- (Food and Beverage’s)**

**Employment Duration:** October 2019 - June 2020 (8 months )

**Job Description:**

* **Greeting guests upon arrival and making them feel welcome.**
* **Providing excellent wait service to ensure satisfaction**
* **Taking customer orders and delivering food and beverages**
* **Making menu recommendations, answering questions and sharing additional information with restaurant patrons**
* **Handling cash and credit card transaction by the use of POS system.**
* **Greet and escort customers to their tables**
* **Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)**
* **Prepare tables by setting up linens, silverware and glasses**
* **Inform customers about the day’s specials**
* **Offer menu recommendations upon request**
* **Take accurate food and drinks orders, using a POS ordering software, order  slips or by memorization**
* **Check customers’ IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages**
* **Communicate order details to the Kitchen Staff**
* **Serve food and drink orders**
* **Check dishes and kitchenware for cleanliness and presentation and report any problems**
* **Arrange table settings and maintain a tidy dining area**
* **Deliver checks and collect bill payments**
* **Carry dirty plates, glasses and silverware to kitchen for cleaning**
* **Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties)**
* **Follow all relevant health department regulations**
* **Provide excellent customer service to guests**
* **Vishal Mega Mart Supermarket- India**

**Position Title: Cashier**

**Employment Duration:** January 2018-September 2019 (1 year and 7 months)

**Job Description:**

* **Manage transactions with customers using cash registers**
* **Greetings to customers so that they can feel welcome**
* **Scan goods and ensure pricing is accurate**
* **Handling Cash and credit card transaction**
* **Resolve customer complaints, guide them and provide relevant information.**
* **Issue receipts and refund**
* **Maintain accurate cash drawers**
* **Handling telephone calls for any inquiries**
* **Providing customers a personalized, friendly and efficient cashiering service.**
* **Taking payments from customers via cash and credit cards.**
* **Entering purchases into a cash register then calculating the total purchase price.**
* **Responsible for the accurate and timely allocation of cash. In charge of daily cashbook management and also bank reconciliations.**

**Reference:**

• **Sushma Shetty**

• **Human Resource Manager**

•***Mercure Gold Hotel Almina Road, UAE.***

● ***Email: H85000-HR@accor.com***

**•Contact Number: +971502195022**

• **Amit Bhandari**

**• Income Auditor**

•***Mercure Gold Hotel Almina Road, UAE.***

•***Email: H85000-GL@accor.com***

**•*Contact Number:* +971506720486**

**PERSONAL DETAILS:**

**AGE:** 20 years old **DATEOF BIRTH:** May 25, 2000

**GENDER:** Female **CIVIL STATUS:** Single

**NATIONALITY:** Indian **HEIGHT:** 5’ 2”

**VISA:** Cancelled Visa

I hereby certify that the above information is true and correct to the best that I can and of knowledge and belief.

**Aditi Kumari**

Applicant