

# Curriculum. Vitae

## PERSONAL DETAILS:

Name : NAMUSUTWA MARY  
Mobile No. : + 971 58 184 8362  
Email : nantezamariam20202@gmail.com  
Nationality : Ugandan  
Gender : Female  
Visa Status : Cancelled Visa  
Language : English



## POSITION: WAITRESS

### PERSONAL PROFILE

I am a very hardworking, self-motivated and very flexible individual who enjoys working as a team and handling challenging tasks because they present me with the ability to learn more hence adding to my knowledge and skills. I am results-oriented and I love getting to learn new experiences, meeting new people and sharing ideas.

### CAREER OBJECTIVE

To secure employment in a professionally run and reputable organization and be a team player in the attainment of its goals and objectives as well as being of service to others while enhancing my personal growth and development.

### WORK EXPERIENCE

COMPANY: GULF STAR HOTEL, DUBAI U.A.E  
POSITION: WAITRESS  
DURATION: 2 YEARS

COMPANY: 2K RESTAURANT, KAMPALA - UGANDA  
POSITION: WAITRESS  
DURATION: 3 YEARS

### DUTIES

- ✓ Welcomes and greets customers with a warm smile
- ✓ Offer menus and provide suggestions when requested
- ✓ Take orders and convey them to the kitchen in an accurate manner
- ✓ Deliver orders and ask for feedback during and after meals
- ✓ Receive cash and credit/debit card payments
- ✓ Ensure accuracy before delivering the orders to the customers
- ✓ Remove dishes and ensure that tables are organized appropriately
- ✓ Greet guests and accompany them to their tables
- ✓ Respond to any questions regarding menu items
- ✓ Serve food and beverages
- ✓ Take necessary action to resolve any complains
- ✓ Prepare and serve specialty dishes at the table

- ✓ Inform patrons of each day specials
- ✓ Describe meal constituents and cooking methods to patrons
- ✓ Prepare list of overall meals costs along with sales taxes

### **PROFFESIONAL ABILITIES**

- ✓ preparing and serving food and beverages for consumption on the customers
- ✓ taking customers' food and beverage orders
- ✓ operating cash registers, accepting payments and preparing sales invoices
- ✓ clearing away used dishes and cutlery from tables when customers are finished
- ✓ cleaning and preparing tables for use
- ✓ washing dishes, cutlery and cooking utensils
- ✓ cleaning cafe equipment such as coffee grinders, espresso machines and ice makers
- ✓ participating in stock takes and assisting in putting away new stock
- ✓ providing backup to other cafe employees

### **EDUCATIONAL QUALIFICATIONS**

- ✓ Advanced level certificate of education
- ✓ Ordinary level certificate of education

### **LANGUAGES**

- ✓ English

### **PERSONAL VITAE**

**Refrees: available upon request.**

**NAMUSUTWA MARY**