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**POSITION APPLIED: WAITRESS**

**OBJECTIVES**

To join an ambitious company so as to further develop my personal skills and ability, hence achieving the goals and objectives of the company and at the same time meet diverse people with different backgrounds therefore learning and sharing information for the growth and development of the company.

**PROFILE**

Detailed-oriented, disciplined and resourceful professional candidate with exceptional skill flexible personality and adaptability to new working environments combined together, give me a foundation for a team player.

**WORK EXPERIENCE**

**Berkeley Group 2020 up to date**

**House keeping.**

- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- Ensure all rooms are cared for and inspected according to standards
- Protect equipment and make sure there are no inadequacies
- Notify superiors on any damages, deficits and disturbances
- Deal with reasonable complaints/requests with professionalism and patience
- Check stocking levels of all consumables and replace when appropriate

- Adhere strictly to rules regarding health and safety and be aware of any company-related practices

### **PARKING HELPER/STICKER MACHINE UNDER UNICARE GROUP 2016-2018**

#### ***Roles and responsibilities***

- Mark and label containers, container tags, or products, using marking tools. Measure, weigh, and count products and materials.
- Examine and inspect containers, materials, and products in order to ensure that packing specifications are met.
- Record product, packaging, and order information on specified forms and records
- Seal containers or materials, using glues, fasteners, nails, and hand tools.
- Load materials and products into package processing equipment.
- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Transport packages to customers' vehicles.

### **WAITRESS AT UHURU RESTAURANT Roles**

#### **And Responsible**

- Present menu and provide detailed information when asked
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Communicate order details to the Kitchen staffs
- Check dishes and kitchenware for cleanliness and presentation and report any problems
- Arrange table settings and maintain a tidy dining area
- Carry dirty plates, glasses and silverware to kitchen for cleaning
- Follow all relevant health department regulations
- Provide excellent customer service to guests

### **EDUCATION BACKGROUND**

High school

### **LANGUAGES SPOKEN**

- Fluent in English

- Fluent in Swahili
- Basic Arabic