
CALVIN ELIZABETH ABENA

Visa Status: Tourist Visa

Nationality: Ghanaian

Contact: +971569272551

Whatsapp: + 233243273746

Email: quecooelizabeth@gmail.com



Subject: - Application for employment for a suitable position as Waitress

CAREER OBJECTIVE

To improve my skills and knowledge, become part of a reputable organization and improve professional support as well as perform all other duties assigned to me, teaming up with dedicated groups or individuals to work towards the achievements of the organization and to be part of a challenging environment and contributes skills to achieve organizational goals while striving to the highest point of my career.

KEY EXPERIENCE

- Ability to work efficiently under time pressure for long and extended hours.
- Diligence and dedication to work.
- Good interpersonal relationships amongst co-workers and clients
- Great focus with attention to details
- A strong passion to ensure customer satisfaction.
- A good memory and an eye for details
- Ability to understand different kinds of people

ADDITIONAL PERSONAL PROFILE

Date of birth: 08 AUGUST 1996

Religion: Christian

Sex: Female

Marital status: SINGLE

Language: English

Interest: meeting new people and experiencing different culture, listening to music and reading

QUALIFICATION

Aburaman Senior High School

Main course: HOME SCIENCE

WORK EXPERIENCE

LAS PALMERS RESTAURANT. (Accra – Ghana)

From August 2016- September 2019

Position: Waitress

JOB PROFILE

- Escorts customers to their table and ensure that they are comfortably seated
- Presents menus to customers, answer queries about it if asked by a customer if necessary
- Takes orders from customers,(food and beverage)
- Stays alert for customers request and be prompt to address them
- Clearing all plates and tidying up the table at the end of meal
- Performs other task assign by supervisor or manager from time to time
- Ensures that there are adequate supply of food, tableware, linens and beverages
- Bring extra items requested by guest
- Describing dishes
- Refilling drinks

ADDITIONAL COURSES

Microsoft word

Good in internet

REFERENCE

Available upon request