**Curriculum Vitae**

**Personal Information**

Name Chirimuuta

Date of Birth 18 January 1989

Nationality Zimbabwean

Religion Christianity

Marital Status Single

Gender Female

Visa Visit Visa

Current location Salah Al din, Dubai

Personal e-mail chirimuuta.149878@2freemail.com

**Personal Statement**

A disciplined team player who is keen to learn in a diverse multi-cultural environment that is evident of potential business development and growth. A committed and passionate individual who has good communication skills, an excellent judge of character, is interactive and persistent. Has the ability to work under pressure and with minimum supervision. Is self-driven and a good motivator.

**Academic Information**

**Tertiary Education**

2013 – 2016 Midlands State University (Gweru)

 Honours Bachelor’s Degree in Tourism and Hospitality Management

2011 Advanced Diploma in International Tourism (City and Guilds)

Advanced Diploma in Reception Operations and Services (city and guilds)

Foundation Award in management Principles (institute of leadership and management ILM)

2010 Diploma in Reception Operations and Services (City and Guilds)

 Diploma in Food and Beverage Services (City and Guilds)

 Diploma in International Tourism (City and guilds of London)

**Secondary Education**

2003 - 2006 Waddilove High School (Marondera)

 Zimbabwe Schools Examination Council

***(Transcripts available upon request)***

**Work Experience**

2015 – 2016 **Meikles Hotel in Harare - Reception / Reservations**

**Responsibilities:**

* Welcome guests and introduce facilities offered at the hotel
* Offer guests something to drink, sherry, fruit juice or water.
* Ask guests to fill in any missing information on the registration form and sign.
* Give guests pro-forma invoice for accommodation if the amount is not paid for
* Receive payment be it cash or card
* Give the room keys to the porter, as he or she will show the guest their room
* Put the payment in a drop safe envelope and bank it.
* Update easy book system
* Opera knowledge

**Reservationist**

Responsibilities:

* Explain the room charges to guest helping them in choosing the best room to their requirements.
* Take the booking, entering it into the system.
* Enter the billing instructions in the booking.
* Inform the concierge of transport pickups for guests who have made reservations and are coming the same day.

2012 – 2013 **Insscor Zimbabwe – Waitress / Hostess**

**Responsibilities:**

* Providing excellent customer service.
* Anticipating and responding to guests needs.
* Take food and beverage order and relay it to kitchen staff or bartender.
* Collecting order from bartender, adding appropriate garnish, placing on tray and serving to guests with cocktail napkins.
* Knowledge of point of sale system.
* Able to quickly clean tables and work area.
* Attending scheduled shift or team meetings

**Language Skills**

English Fluent

Portuguese Basic Understanding

French Basic Understanding

**Computer Skills**

User Software MS Office, Adobe Products, (ICDL),

**Achievements**

* Received constant recommendation on being hard working and going beyond expectation when meeting deadlines
* Created an employee database and managed to design a menu demand projection noting meals that were most on demand and least on demand as per season and throughout the year for planning purposes