**CURRIULUM VITAE**

**KARKI**

**Dubai, U.A.E**

**Email:** **karki.149888@2freemail.com**

**OBJECTIVE**

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.

**PROFILES**

* Hard working and dedicated
* Good communication and analytical skills
* Can work under pressure with time bound performance
* Easy adaptability to situations

**EDUCATIONAL ATTAINMENT**

* SLC (School Leaving Certificate) from Nepal
* HSEB(Higher Secondary Education Board)

**COMPUTER SKILLS**

* Basic Knowledge of Computer ( Ms Office Word, Excel, Internet & Email)
* Telephone Etiquette Training Duabi UAE
* F & B Waiter, Wave Himalayan Nepal
* Basic Food Hygiene Training Dubai UAE
* HACCP ISO training Dubai UAE
* Personal Hygiene Training Dubai UAE

**WORK EXPERIENCE**

* Presently working as a Waiter in Fortune Park Hotel DIP UAE from Nov 2016 to Till date.
* Worked as a Waiter in Dubai International Hotel Dubai airport UAE for 4 years.
* Worked as a Waiter in Diplomat Hotel Nepal for 6 Years.

**Duties & Responsibilities**

* Take orders and serve food and beverages to patrons at tables in dining establishment. Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Exceed the standards of customer service experience by maintaining a friendly and customer focused approach
* Greet customers as they arrive and direct them to merchandise they need
* Assist customers with buying decision
* Stock items when required
* Informs guests about the special items for the day and menu changes if any.
* Suggest food and beverages to the guest and also try to upsell.
* Obtaining revenues, issuing receipts, accepting payments, returning the change.
* Communicate to the guest and provide assistance with their queries.
* Properly open and pour wine at the tableside.
* Help other areas of the restaurant such as answering telephones and completing financial transactions.
* Print closing report and drop the cash with the front office / accounts department.
* Tally the Credit Card settlements for the day with the batch closing report from EDC machine.
* Close the shift on the POS terminal.

**PERSONAL DETAILS**

Date of Birth : 26 Aug 1981

Gender : Male

Nationality : Nepalese

Marital Status : Married

Language Known : English, Hindi, Arabic & Nepali

**PASSPORT DETAILS**

Date of Issue : 20 Jun 2016

Date of Expiry : 19 Jun 2026

Visa Status : Employment Visa

**DECLARATION**

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief