**CURRICULUM VITAE.**



**NAME:** **NANDAWULA**

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**Address:** **Dubai, UAE**

**WAITRESS.**

**PROFILE**

Detailed oriented, disciplined resourceful professional candidate with exceptional skills, flexible personality and adaptability to new working environments.

***EMPLOYMENT HISTORY***

**JANKANSA HOTEL. ( 2014- 2016) KAMPALA/ UGANDA**

**WAITRESS**

***Responsibilities.***

* Setting tables in accordance to the designed flow plan.
* Greeting guests in a proper way.
* Meeting the customers at the assigned tables.
* Bringing the customers the printed menu.
* Clearly explaining in depth the content of the menu.
* Taking the customer`s order in a proper manner and repeating the customer`s orders to prevent voids and misunderstandings amongst the guests.
* Ringing in orders correctly to the kitchen to create efficiency in order delivery at the tables.
* Serving dishes to respective guests in order to create a VIP treatment always in addition to

showing professionalism.

* Checking on guests in the course of the meal by asking whether the food was as expected.
* Proper handling of money received from sales.
* Always to ensure a team work to bring about effectiveness and efficiency.

**HOTEL TRIANGLE, KAMPALA (JAN 2012-2014)**

**WAITRESS**

***Responsibilities***

* Ensure waiters and waitresses are at work in their specified periods as assigned.
* Maintenance of general cleanliness of the place.
* Ensure clients have got satisfaction of the services we render.
* Look into the kitchen to see if food and other sauces are available.
* Ensure quality and quantity of services rendered to our customers.
* Finding out if workers have their safety at work and well paid their salaries.
* Looking into the waiters and waitresses codes of dressing every day to ensure uniformity and cleanliness.
* Ensure that there is no cheating of customers in case of a token of appreciation is done on customer`s willingness.

**TABULA RESTAURANT AND TAKEAWAY, Uganda (2010-2012)**

**CASHIER**

***Responsibility***

* Receiving and paying out money.
* Keeping record of money and negotiable instruments involved in financial transaction.
* Book keeping, accounting and daily banking.
* Buying and selling food and beverages to customers.
* Payment of workers` salaries in time to ensure efficiency.
* Providing and receiving cash deposits and cheese even looking into customers who receive service pay monthly e.g. town council staff members.
* Verifying amount, and examine cheques for endorsements.
* Ensuring no cheating of customers.

**SKILLS AND COMPETENCIES**.

* Hard working, determined and dedicated.
* Believe in team work and ability to handle pressure.
* Positive attitude and punctuality.
* Good communication skills.

**HOBBIES**

* Listening to music.
* Meeting and making new friends.
* Discovering.

**EDUCATIONAL BACKGROUND**

**Diploma in Hotel Management (Makerere University (2014)**