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**CURRICULUM VITAE**

**PERSONAL DATA:**

DATE OF BIRTH:                             12TH AUGUST, 1982

MARITAL STATUS:                         SINGLE

SEX:                                                    MALE

**CAREER OBJECTIVE**

To promote the growth of the society in the spirit of hard work, honesty, fear of God, dedicated service and sincere purpose in enhancing the overall development of the nation in all facets.

WORKING EXPERIENCE.

1. Auto-gen International hotels. (2008-2010)

2. Ofure Guest House,.(2013-2015)

DUTIES

\*Providing a warm welcome for customers.

\*Receive food & drink orders & serve customer requests to the standards required. Serving \*dishes to customers at tables.

\*Ensure timely delivery of all food & beverage items to customers.

\*Understand menu content and keeping up to date with any menu changes.

\*Making recommendations from the menu if requested.

\*Answer guest queries in a polite and helpful manner.

\*Clearing cutlery and dishes away from tables.

\*Passing food orders through to the kitchen staff promptly.

\*Full product knowledge of all menu items and hotel facilities and services.

\*Check on customers asking if they are enjoying their meals and service.

\*Ensuring the food service area is left clean and tidy once all the guests have left.

\*Looking after guests with special needs i.e. dietary requirements, allergies, mobility etc.

KEY SKILLS AND COMPETENCIES

\*Familiar with all cash handling & Credit card payment procedures.

\*The motivation to learn new knowledge and skills.

\*Good Housekeeping duties.

\*Have a full knowledge of all food & beverage policies and procedures.

**INSTITUTIONS ATTENDED WITH DATE**

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| **INSTITUTION** | **DATE** | **QUALIFICATION** |
| University of Nigeria  NSUKKA, Enugu State | 2005 – 2008 | B.A Ed. ENGLISH |
| College of Education  Ekiadolor-Benin City , Edo State | 2002 – 2005 | N.C.E-English/Social Studies. |
| A | 1997 – 2000 | Senior School Leaving Certificate (NECO) |
| Baptist High School , Benin City, Edo State | 1994 – 1997 | Junior WAEC |
| Oliha Primary School , Benin City, Edo State | 1988 – 2004 | Primary School Leaving Certificate |

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**INTEREST/HOBBIES:**

Travelling, Reading , Singing, Humanitarian/Voluntary Service and Community Development

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