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Date of birth: 28 November 1991

Sex: Female

Languages: English and Shona

CAREER OBJECTIVE

To contribute to a dynamic enterprise offering adequate opportunities for career advancement based on skills experience and merit where my strengths can be exploited to optimal use for personal as well as the development to the organization.

PROFILE

I am a strong team player who prides herself on her ability to motivate teams to successfully achieve strategic objectives along with an ease and ability to socialize with people at all levels.

SKILLS ACQUIRED

* Patience and guest care and management
* Guests handling and integrity
* Team work skills
* Time management
* Hygiene and proper safety control

WORK EXPERIENCE

LONDYMAG RESTAURANT

Waitress (Jan –March 2013)

Duties and Responsibilities

* Welcoming guests with a warm smile in a professional way
* Taking food orders from guests
* Ensuring timely delivery of food and beverages to the guests
* Check with customers to ensure they are enjoying their meals and take action to correct any problems
* Cleaning work and seating areas
* Remove dishes and glasses from the tables or counters and take them to the kitchen for cleaning.

MILLION FOOT EXECUTIVE LODGE

Front office assistant and all-rounder (April-June 2013)

Duties and responsibilities

* Welcoming guests to the lodge
* Check in guests, take their orders if they were any and forward them to the kitchen staff and accompany the guests to their rooms
* Maintaining a clean and tidy front office and dining area always
* Serving dishes to the guests ,as well as handling their complaints to ensure guest satisfaction
* Proper handling of money received from sales

TRYEX ENTERPRISES PVT LTD

Sales executive (Nov 2013-Jan 2016)

Duties and responsibilities

* Greeting customers in a professional way, as they entered the shop
* Providing customers with brochures of the products on offer and made necessary suggestions to their questions
* Received payment in cash and cheques

PROFESSIONAL AND EDUCATIONAL BACKGROUND

* O level from Chinhoyi High School 2005-2008
* Certificate in Travel and tourism management 2010-2011
* Diploma in Travel and tourism management 2011-2012