**Olatunji**

**Olatunji.270562@2freemail.com**

**RESUME FOR WAITER**

**Objective Statement** – To work as a waiter in a challenging environment, contributing enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my customer service skills obtained through experience as a waiter in a reputable Food & Beverages Restaurant.

**Qualification, Skills and Qualities**

* Two years’ experience as waiter in food & beverages restaurant.
* Customer service skills – Top notch communication skills and professional work ethic.
* Multi-tasking capability.
* Ability to work-in and lead a team – Good leadership/delegating abilities for supervising waiters’ staff (for those who apply for head of waiters).
* Sales and marketing skills.
* High school diploma.

**WORK EXPERIENCES:**

**ACADEMY SUITE HOTEL, Ibadan, Nigeria**             2010 – 2013

**WAITER**

**Responsibilities include:**

* Greeted new customers and escorted them to their tables.
* Presented menus and answered questions about the cuisine, making recommendations upon request.
* Recommended wines and other drinks to customers.
* Wrote customers’ orders and conveyed to kitchen staff.
* Took orders from customers and served food, drinks and deserts.
* Served specialty dishes to customers at tables as required.
* Checked to ensure that customers are enjoying their meals – took action to correct any issues, as needed.
* Prepared bill/receipts and collected payment from customers.
* Cleaned tables and other areas as needed, after clients departed.

**ADDITIONAL WORK EXPERIENCES TILL DATE:**

**Remak Internet Cyber Cafe, Nigeria**

Title: Administrative Staff, Cyber Café Attendant 2014

Responsibilities:

* Answer telephones and transfer to appropriate staff member.
* Create and modify documents using Microsoft Office.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Maintain hard copy and electronic filing system.
* Research, price, and purchase office furniture and supplies.
* Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
* Setup and coordinate meetings and conferences.
* Maintain and distribute staff weekly schedules.
* Support staff in assigned project based work.
* Internet Instructor, Software installation. And any other duties as assigned.

**Educational Qualifications:**

* Secondary School Leaving Certificate
* National Diploma in Accounting. (ND)

**Others Certificates**

* Diploma Certificate in Desktop Publishing & Software Installation
* Certificate of Accomplishment in Competently Skillful in Accounts
* Certificate in Security Guard

**Personal Details**

* Date of Birth : 06-02-1983
* Nationality : Nigeria
* Marital status : Married
* Language : English