**First Name of Application CV No 1644252**

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CURRICULUM VITAE

CAREER OBJECTIVE:

To contribute immensely to the achievement of set goals and improvement of the organisation based on my ability to make quality contribution at all time.

PERSONAL INFORMATION

Sex: MALE

Marital Status: SINGLE

Visa Status RESIDENT

Date of Birth: 25TH JUNE, 1990

WORK EXPERIENCE

2015- Date Bertin Bistro( Senior Captain)

2014 -2015 Jones the grocer(Catering Supervisor)

2013-Date Jones the Grocer( Senior waiter)

May 2012-July 2013 Sheraton Hotels and towers

Jan 2011-April 2012 Wisetree Consult(Receptionist)

June 2010-Dec 2010 Willnovations Travels(Ticketing Officer)

Position: Senior Captain/Supervisor

JOB DISCRIPTION

Check patrons' identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages.

Collect payments from customers.

Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

Take orders from patrons for food or beverages.

Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.

Prepare checks that itemize and total meal costs and sales taxes.

Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.

Present menus to patrons and answer questions about menu items, making recommendations upon request.

Inform customers of daily specials.

Clean tables and/or counters after patrons have finished dining.

Prepare hot, cold, and mixed drinks for patrons, and chill bottles of wine.

Explain how various menu items are prepared, describing ingredients and cooking methods.

Prepare tables for meals, including setting up items such as linens, silverware, and glassware.

Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.

Stock service areas with supplies such as coffee, food, tableware, and linens.

Garnish and decorate dishes in preparation for serving.

Fill salt, pepper, sugar, cream, condiment, and napkin containers.

Escort customers to their tables.

Describe and recommend wines to customers.

Bring wine selections to tables with appropriate glasses, and pour the wines for customers

Make sure customer receives the service needed.

Always be in uniform while during working hours.

EDUCATIONAL BACKGROUND

2012

* International Airlines Course 2012 (Diploma)
* Travel Agency Operations course (Ticketing & hotel reservation)
* Basic Computer reservation course (SABRE Certification)

Employee of the Month 2014

2007

School Leaving Certificate (SSCE)

OTHER SKILLS

Proficient in the use Microsoft office applications (Word, Excel and PowerPoint), swish max, and dream weaver.

ACTIVITIES

Meeting people,Travelling, Acting, Listening to Music, and Reading Motivational Books.