**Curriculum Vitae**

waitress

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**Career Objective**

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| A highly skilled person with a positive outlook and proven technique to grow, I am seeking my next challenge in a rewarding career in my field.  **Academic Qualification**   * Completed a Diploma in Business Administration in 2010. * Completed A ‘level Secondary School with Uganda Advanced Certificate of Education (UACE) in 2006. * Completed O’level Secondary School with Uganda Certificate of Education (UCE) in 2004. |

**Employment History**

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**TOURIST HOTEL AND RESTAURANTS UGANDA : 2011-2013**

**Key Responsibilities:**

* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Collect payments from customers.
* Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
* Prepare checks that itemize and total meal costs and sales taxes.
* Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required
* Present menus to patrons and answer questions about menu items, making recommendations upon request.
* Clean tables or counters after patrons have finished dining.
* Roll silverware, set up food stations or set up dining areas to prepare for the next shift or for large parties.
* Inform customers about daily specials.

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

**HOUSE KEEPING KUWAIT:2013-2015MARCH**

**Key Responsibilities**

* **Cleaning lavatories, baths, sinks and hand basins.**
* **Dusting items around the room.**
* **Ensuring that lost property is kept safely and returned to its owner.\**
* **Managing guest requests in a timely and efficient manner.**
* **Carrying out all other reasonable requests by management.**
* **Reporting any security issues to line manager.**
* **Giving guests information on room prices and special promotions.**
* **Flipping mattresses, cleaning curtains and dusting lamp shades.**

**Skills/Qualifications:** Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales.

Language proficiency:

* English – Excellent.
* Swahili – Excellent.
* Arabic-Excellent

**Hobbies**

* Field and Adventure – Exposure and discovering.
* Swimming – Keeping me physically fit.
* Cooking

**First Name of Application CV No:** **1672134**

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