**EDEBIRI**

**PERSONAL INFORMATION:**

DATE OF BIRTH : August 4th 1984

GENDER : Male

NATIONALITY : Nigerian

LANGUAGES : English

RELIGION : Christian

MARITAL STATUS : Single

Email : edebiri.299491@2freemail.com

**OBJECTIVE:**

To be part of a progressive multinational organization where I can maximize the use of my multi-cultural, administrative skills and where I will continually be challenged.

**PERSONAL ATTRIBUTES:**

* Presentable personality.
* Excellent communication skills.
* Industrious and flexible to work in various environments.
* Reliable and trustworthy.
* Fast learner and pro-active.
* Honest and result oriented.
* Able to work under pressure
* A team player

**WORK EXPERIENCE**

POSITION : **FOOD AND BEVERAGE ORDER TAKER**

COMPANY : IGNOBIS HOTEL (ABUJA – NIGERIA)

YEAR : 2014 - 2015

***Duties and Responsibilities:***

* Learn menu items and be able to describe them appropriately to guests.
* Take beverage and food orders.
* Check up on the chef to make sure the order is attended to and on time.
* Make sure the trolley or tray is ready before the order is.
* Deliver beverages and food in a timely manner.
* Check up with guests to ensure they enjoyed the service and then remove the trolley or tray from their room and thank the guest for ordering.
* Work with other servers and build a stronger team.

POSITION : **Computer Operator / Receptionist**

COMPANY : Ulegun Properties & Estate Managers (Abuja – Nigeria)

YEAR : 2012 – 2013

***Duties and Responsibilities:***

* Typing of documents on behalf of the company to clients.
* Setting up and scheduling meetings between my manager and clients.
* Receiving and returning calls on behalf of the company.
* Making sure the office is clean and tidy before the arrival of clients.
* Inputting available properties for sale into the system as well as taking proper records of sold properties.

POSITION : **WAITER**

COMPANY : Soul Lounge (Lagos – Nigeria)

YEAR : 2007 -2008

***Duties and Responsibilities:***

* Welcome guests with pleasant smiles and make them feel comfortable.
* Learn menu items and be able to describe them appropriately to guests.
* Take beverage and food orders.
* Deliver beverages and food in a timely manner.
* Check-in with guests to ensure that everything is going well.
* Clear dirty dishes from table.
* Refill beverages during meals (on request).
* Deliver guest’s bill and thank them for dining at the restaurant.
* Work with other servers and be a team player.

POSITION : **COMPUTER ATTENDANT / CUSTOMER RELATIONS OFFICER**

COMPANY : Oscar’s Cyber Café (Lagos - Nigeria)

YEAR : 2003 - 2004

**Duties and Responsibilities**

* Greeting customers on arrival.
* Selling browsing tickets to customers.
* Attending to customers’ enquiries and other browsing related issues.
* Offering continued service to customers and confirming service satisfaction.
* Keeping my manager updated with customers’ views and suggestions.

**EDUCATIONAL BACKGROUND**

Diploma in Accounting (University of Benin) 2006

WAEC (Ujeolen Grammar School, Ekpoma - Edo) 2005

Senior School Cert. (Government College Ikorodu, Lagos) 2001

Primary School Cert. (Adaranijo Primary School, Lagos) 1995

**HOBBIES:**

* Singing
* Making friends
* Travelling
* Playing football