***Curriculum Vitae***  `

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| **Personal Profile:** |  | Name : tacho **Nationality : Cameroonian****Sex : Female****Language : Excellent English,And French****Visa Status :Visiting Visa****E-Mail :** **tacho.314598@2freemail.com****Address ; AL NAHDA, DUBAI, ( U.A.E)****Mobile . C/o 0505891826** |
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| **Position Applying:** | **LEAD CASHIER/ WAITRESS** |

**OBJECTIVES**

To fully enhance my capabilities, perform the highest quality standard of service to do my duties and responsibilities with the best I can be, interpersonal skills, communication and creative skills, and at the same time support the business by preserving the good image of the company I serve.

***3 YEAR EXPERINCE IN UAE, DUBAI IN ROYAL CONCEPT AS HEAD CASHIER***

1. I greet the customers entering into organization.
2. Handling all the cash transaction of an organization.
3. Receive payment by cash, cheques, credit card etc.
4. Checking daily cash accounts
5. Guiding and solving queries of customer
6. Providing training and assistance to new joined cashier
7. Maintaining monthly, weekly and daily report of transactions

**2 YEARS EXPERINCE IN CAMEROON IN A 5 STAR HOTEL**

* Deliver excellent customer service, at all times
* Assist in keeping the hotel reception area clean and tidy, at all times
* Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
* Administer all reservations, cancellations and no-shows, in line with company policy
* Keep up to date with current promotions and hotel pricing, to provide information to guests, on request, while maximizing bedroom sales opportunities
* Fulfill all reasonable requests from guests to ensure their comfort, satisfaction and safety
* Conduct regular security checks throughout the day and report any security issues to line manager
* Report any maintenance issues immediately to line manager, including all furniture, fittings and equipment
* Provide reports, as required, for housekeepers and management
* Be responsible for evacuation, in cases of emergency, acting as first point of contact for guests and the emergency services
* Maintain personal knowledge by completing in-house training and workbooks
* Always adhere to all company policies and procedures and licensing laws
* Be involved and contribute at team meetings
* Carry out instructions given by the management team and head office

**EDUCATION**

**Bachelor in Geology and minor in Environmental Science**– 2010-2013.

**TRAINING**

**Blue Ocean Training and Consultancy UAE**, Dubai-2014.

CISCP-Certified International logistics and Supply Chain Professional

**WORKSHOPS ATTENDED**

* Workshop on Hygiene and Sanitation, Dubai.
* 3 days open door workshop, with small and medium size enterprises Bamenda.

**Key Skills**

• Self-organized and able to work in a multi-cultural environment.

• Fast learner.

• POS software system.

• GIS software.

• SAP software.

• CITRIX software

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**Personality Traits**

-Excellent verbal and written skills-English

–Multi lingual, Fluent

–English and French
-Excellent negotiating abilities.
-Pleasant personality.
-Efficiency of managing multiple tasks.

Personal information

**Civil Status:** Single

**Date of birth**: February 10, 1991.

**Hobbies:**

Reading, Listening to music, dancing, mountain climbing, and cooking.