** NURIDDIN**

**NURIDDIN.336428@2freemail.com**

**Nationality:** Uzbekistan

**Visa Status:** Tourist Visa (Exp. Date: 05/02/2017)

**Date of Birth**: 17/02/1993

**Marital Status:** Single

**PERSONAL SUMMARY**

* Having an enthusiastic and positive attitude and working hard to ensure that customers/guests receive an excellent level of service whilst at the same time ensuring the highest level of service for the hotels/restaurants. Presently looking for a **waiter/bellboy** services position with reputable hotels/restaurants.

Work Experience

 **“Grand Mir**” **Hotel** Tashkent, Uzbekistan

 **Waiter 2014 Jan - present**

 **Duties:**

* Greeted new customers and escorted them to their tables.
* Presented menus and answered questions about the cuisine, making recommendations upon request.
* 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.
* Prepared bill/receipts and collected payment from customers.
* Cleaned tables and other areas as needed, after clients departed.

“Ramada Tashkent” Hotel Tashkent, Uzbekistan

 Bellboy 2012 Feb -2014 Jan

 Duties:

• Greet guests as they arrive and guide them appropriately
• Assist guests with luggage when checking in/out
• Hail taxicabs and assist with inquiries
• Inform guests of the hotel’s procedures and policies and provide emergency information
• Assist in cleaning up lobby and lounge
• Help valets during busy hours
• Deliver messages and run errands
• Assist with newspaper deliveries to the rooms

 “Gulistan” Hotel Sirdaryo, Uzbekistan

 Doorman 2011 June - 2012 Jan

 Duties:

* Welcoming guests / customers at the entrance and opening the door politely
* Assisting them with their desired service and guiding them to the appropriate counters, conveying information regarding directions
* Receiving high profile customers at the cars and taking them to the hotel
* Greeting the customers with appropriate verbiage maintaining a high-level of graciousness
* Guiding the customers to the proper parking and assisting them in parking their vehicles
* Following standard farewell procedures for leaving customers and calling the taxi/cab as per their needs

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## Skills

**Languages** English – fluent

Russian – fluent

Uzbek - native

 **Computing** Excel, Photoshop, Microsoft Office Word, Installed and Setup Computer programs

# Education

2009-2012 **Uzbek State Academic Lyceum**

**Faculty**: English, mathematic

2000-2009 **High school- N8, Sirdaryo**

# Achievements

• Awarded the Best Employee of the Year title related provision of excellent guest services in 2014/15

* Good working skills in POS System, Fidelio and Opera Hotel information System, MS, Microsoft Office (Word, Excel, Power Point), Internet explorer.

# Key Skills and Competencies

* Seven years’ experience as waiter/bellboy in the restaurants/hotels.
* 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/college.

# Excellent communication and interpersonal skills.

REFERENCE

**Available upon requests.**