**CURRICULUM VITAE**



**Name**: CAROLINE

**Gender**: FAMALE

**Date of birth**28/AUGUST/1992

**Nationality**: UGANDAN

**Visa status**: VISIT VISA

**Languages**: ENGLISH AND SWAHILI

**Marital status**: SINGLE

**C/o-Contact number**: +971 503718643

**Email**: caroline.344326@2freemail.com

**PERSONAL PROFILE:**

I have an experience in the hotel industry working as a waiter in for 5 years in most adorable and prestigious hotels in Uganda. My passion for work has always seen me get promoted to various positions and also getting employment**.**

**CAREER OBJECTIVES:**

TO obtain a challenging position in an organization which will enable me utilize my talents,

 Creativity, ability to the maximum, contributes to the growth of the organization and by my career as well.

**EMPLOYMENT HISTORY / EXPERIENCE**

**WAITER AT SHERATON HOTEL UGANDA 5\* may 2015 to September 2016**

**Responsibilities**

* Welcoming and seating guests.
* Presenting menus and taking orders from guests.
* Serving guests with the right orders in a professional manner.
* Presenting the bills to the guests.
* Ensuring the restaurant is clean at all times
* Ensuring all tables are organized with the right covers.
* Ensuring that you keep unto date with what is in the kitchen and on the menu.
* Ensuring that all conference halls are well organized and kept clean in all the time.

**PROTEA HOTEL Kampala, Uganda 4\***

**WAITER**

**February, 2014- march 2015**

**Responsibilities**

* Prepare bills and present them to guest at the time of the guest’s departure. Settle all bills on departure
* Ensuring conference halls are clean and equipped with the necessary supplies
* Ensuring that all guests are attended to on time.
* Ensuring that the guest is happy and satisfied all the time.
* Ensuring that the restaurant is clean all the time.
* Ensure that all tables are laid very well with the right covers.

**PROTEA HOTEL Kampala, Uganda**

**Designation: HOSTESS**

**OCTOBER 2013-JANUARY 2014**

* Make sure all menus are wiped down, free of spots or stains, and complete.
* Check with manager to assure there are no large or private parties that are not know about.
* Greets guests, escorts them to their table, pull seat out for the ladies, and present menus.
* Make sure the server is aware they have been sat.
* Keep an eye out that the dining room, entryway, bathrooms, and menus are kept clean throughout operations.
* Attends to guest’s queries / complaints
* Say good-bye to all of the guests. Check to see that everything was wonderful.

**MAY 2012-OCTOBER AUGUST 2013**

**CRESTED CRANE HOTEL, Uganda**

**WAITER**

**Responsibilities**

* Assisting in various customer functions such as; bringing ordered drinks and eats to the customers.
* Welcoming customers and visitors to the hotel
* Working as a team player in the hotel.
* Crumbing down tables when the customers have gone.
* Looking after the guests in need of refills and others
* Running food in time to avoid red light.

**PROFESSIONAL BACKGROUND**

2011-2015 BA DEVELOOPMENT STUDIES

**CAPABILITIES**

• Team player.

• Computer literacy

• micros literate

• excellent communication skills

• Excellent customer service skills.

**REFEREES**

Available upon request.