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**SARGAM**

C/o-: 971-503718643| Email id: sargam.344359@2freemail.com

Professional Summary

Waitress cum Hostess with more than two years of experience in Hospitality field.

Career Objective

To achieve high career grown through a continuous learning process and keep myself dynamic, visionary and competitive with changing scenario of world. Bringing exceptional hospitality and customer service skills to provide prompt and courteous service to the guests and maximize revenue.

Personal Information

Sex : Female

Mother’s Name : Maya Rai

Father’s Name : Bijay Rai

Marital Status : Single

Nationality : Indian

Date of Birth : 12th July 1991

Skills

* Experienced in Operating POS and closing checks through cash or card
* Proficient in Microsoft Office
* Excellent Tele communication skills
* Team player and focus in detail
* Excellent Communication Skills
* Certified as food handler
* Quick learner
* On time and Reliable

Languages

English, Hindi and Nepali

Work History

**Host, Cashier and Waitress**

Jul 2014 to Sept 2016

Nandos UAE LLC.

Sharjah, UAE

**F&B Attendant**

Oct 2016 to Current

Dubai Parks and Resorts PJSC.

Jabel Ali, UAE

Job Responsibilities

* Provide excellent customer services that promote satisfaction
* Greet customers and present menu
* Make recommendations or share additional information upon request
* Take and serve food/drinks orders and up-sell any additional products
* Arrange table settings and maintain tables clean and tidy
* Make daily floor plan
* Promote new items included in menu
* Deliver checks and collect payments
* Cooperate with all serving and kitchen staff
* Follow all relevant health department rules/regulations and all customer service guidelines
* Maintain daily and monthly beverage inventory and its variance sheet
* Maintain reports like delivery report, driver report, promo voucher report etc.
* Clean and stock up all side stations

Education Details

Diploma Course 3 years, Electrical Engg. 2012

Darjeeling Polytechnic Institute- West Bengal, India

With the percentage of 82.7

Higher Secondary Education 2009

Mirik Higher Secondary School- West Bengal, India

With the percentage of 80.0

Accomplishments

* Won Employee of the month Award
* Won Highest Seller Awards

Certifications

Diploma in Computer Applications

Food safety level 2

Acknowledgement

I do hereby declare that above information is best of knowledge and I bear responsibility for its correctness.

Sargam