**CURRICULUM VITAE**

PERSONAL DETAIL

NAME: zipporah

Date of birth: 06/04/1989

Gender: female

Nationality: Kenyan

Status: Single

Languages: English, Swahili (written and spoken)

Visa Status: visit visa

Email: zipporah.344922@2freemail.com

C/o-Mobil No : **+971503718643**

**PERSONAL PROFILE**

I am proactive, social, hardworking, very resourceful and flexible in undertaking duties. An inspiring team player with a natural ability to lead and motivate within a market driven strategy. I honorably accept criticism to improve both on professional and personal levels and developments so as to keep up with day to day changes.

**EDUCATION BACK GROUND**

June 2009 – Feb 2011**Kenya utalli collage**

Certificate in hotel management and catering

Feb 2009 – July 2010**Calili computers &training institute**

Certificate in computer package

2005-2008 **Rwathi high school**

 Kenya Certificate of Secondary Education

**WORK EXPERIENCE**

**July 2014 –NOV 2016 SILVER SPRING HOTEL KENYA**

**Position: WAITRESS/CASHIER**

**Duties and Responsibilities**

**-**Responsible to take orders and assist the cook to prepare food as per order of customers
-Responsible in assisting the manager in preparing the menu card as well as price list
-Providing effective supervision of all food and beverage services
-Responsible to prepare receipts and collect payments from the customers
-Implementing an online marketing plan to promote restaurant’s dishes to a wider range of people-Provided customer services for up to eighty customers’ everyday
-Assisted customer in menu determinations
-Served dishes at tables according to order

-Assisted the manager to clean and close the restaurants after the hours

-Receive payment by cash, check, credit cards, vouchers, or automatic debits.
**-**Issue receipts, refunds, credits, or change due to customers.

**Feb 2011 Jan 2013Mercia hotel Kenya**

**POSITION: HOTEL WAITRESS**

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-Responsible in assisting the manager in preparing the menu card as well as price list
-Providing effective supervision of all food and beverage services
-Responsible to prepare recites and collect payments from the customers
-Implementing an online marketing plan to promote restaurant’s dishes to a wider range of people

-Provided customer services for up to eighty customers’ everyday
-Assisted customer in menu determinations
-Served dishes at tables according to order
-Recommended wines and other drinks to customers
-Assisted the manager to clean and close the restaurants after the hours
-Attended monthly staff meetings and training sessions

**CAPABILITIES**

-Ability to perform under minimum supervision.

-Flexible and adaptable.

-Good negotiation skills.

-Good communication skills.

-Good planning and organizing skills.

-Team player and a quick learner.

**Other Qualification**

Holds a certificate of good conduct from the CID Head Quarters

**ACTIVITIES AND INTRESTS**

Swimming, Traveling, Reading magazines and watching movies.

**REFEREES**

Shall be provided upon request.