**JAYMER
HeadWaiter, Food Runner, Server &**

**Upselling Professional**

**C/o-Cell: +971 503718643**

**Email:** **jaymer.**345266@2freemail.com

I’m a **polite**, **well spoken**, **hard working**, passionateand Intelligentteam player with a proven track record for sales and serve services.

**Experienced** in welcome to guests, taking orders, order serving, food presentations, interaction with guests, helping and making them happy to come again.

**Self-motivated** and detail oriented professional with **4 year of experience** in hoteling, guests handling, billing and engaging the customers with helpful/cheerful manners. I’ve organized and managed many parties, functions and other ceremonies, occasions from the ground to end.

**Skilled** in organization, leadership, problem-solving, decision-making, crowd handling, marketing and customer service with an eye for quality food/product and great presentation.

**Keen** to find a challenging position within an exciting employer where I will be able to continue to increase my work experience & develop my abilities.

**EMPLOYMENT**

**R**

***4-year Cumulative experience***

Company : **Pita Restaurant**, Dubai, U.A.E

Period : July 14, 2015 up to present

Job Title : Head Waiter

**RESPONSIBILITIES**

* Greets guests and presents them menu
* Informs guests about the special deals&items for the day
* Suggest food and beverages to the guest and also try to upsell
* Performing& maintaining cleaning tasks as needed or directed by managers
* Communicate to the guest and provide assistance with their queries
* Co-ordinate with the busperson, kitchen staff, bar staff to ensure smooth operation and guest satisfaction
* Server food and beverage to the guest as per the course of order
* Observes guests and ensure their satisfaction with the food and service
* Promptly respond to guest with any additional request
* Maintaining proper dining experience, delivering items, fulfilling customer needs

Company : SM- Department Store,Kultura Filipino, Philippines

Period : Nov 17, 2010 to May 20, 2010

Job Title : Salesman

**RESPONSIBILITIES**

* Demonstrate and provide information on promoted products/services
* Create a positive image and lead consumers to use it
* Distribute product samples, brochures, flyers etc. to source new sales opportunities
* Identify interest and understand customer needs and requirements
* Set up booths or promotional stands and stock products
* Report on demonstration related information (interest level, questions asked, number of samples/flyers distributed etc.)

**Zer Catering Services: WORLD OF FUN SUNSTARMALL**

**Head Waiter** Service Crew, Laguna

April 18, 2010-September 4, 2013 Feb 20, 2014 – July 20, 2014

**Lamhung Chinese Food**: *Food runner* **SM-Home World Calamba**

Clerk Sales Utility

Sept 6, 2011-Feb 6, 2012 Feb 17, 2009 – May 20, 2010

**SM-World Balance Calamba**

Children Shoes Dept.Seasonal

May 26, 2012 July 15, 2012

**ACADEMIC QUALIFICATIONS**

FA *2009 Pedro Guevara Memorial National College*

# Personal Skills

* Responsible, Energetic,Efficient and Self-motivated team player / team lead
* Dynamic leading professional with superior problem solving skills
* Manage crowded environment simultaneously
* Ability to work under pressure in a fast-paced and prioritized tasks
* Exceptional communication skill, interpersonal, management
* Ability to work in a, intense environment smoothly
* I would describe myself as polite, respectful, intelligent, courteous and friendly

# Personal INFO

Age : 25

Date of Birth : May 18, 1991

Marital Status : Single

Height : 5’6

Weight : 47 kg

Nationality : Filipino

Religion : Christian Catholic

Visa Status : Employment Visa

Languages : English, Tagalog

# Respected Sir/Madam

Through reliable sources I came to know there is a post vacant under your kind control so I offer my best services for the same post.

I have completed FAfrom *Pedro Guevara Memorial National College* and some courses related to sales and services. Now I am able to work in sound organization professionally.

I am **Highly Expert** in greeting the guests, upselling, taking orders, presenting the menu, suggestingthe food, offering the deals, making the bills, making the guests happy to come back again, with **100% courteously**, coordinating with managers, kitchen, organizing parties, ceremonies etc. which enables me to apply for your organization.