**CURRICULUM VITAE**

**PERSONAL DETAILS**

Name : Irene

Irene.351954@2freemail.com

**DESIRED POSITION:WAITRESS**

**PERSONAL PROFILE**

Working in different organizations has enabled me to have confidence ,able to work under pressure and also deliver the best to the company and also the clients .my exceptional interpersonal skills has enabled me to integrate with my colleagues and customers and develop valuable professional relationships .

**WORK EXPERIENCE**

**JANUARY 2013-JUNE 2014 BLUEPOST HOTEL**

**POSITION: WAITRESS**

**Duties and Responsibilities**

-greet guest and make them feel comfortable

-learn menu items and be able to describe them appropriately to guests
-Recommended wines and other drinks to customers

-deliver beverages and food in timely manner

-check with the guests to ensure that everything is going on well

-clear dirty dishes from the table

-refill beverages thought the meal

-Attended monthly staff meetings and training sessions

-Receive payment by cash, check, credit cards, vouchers, or automatic debit

**GULF EXPERIENCE: 2YEARS**

**AUGUST 2014 -OCTOBER 2016**: **JATAR AGENCIES LEBANON**

 **POSITION: WAITRESS/KITCHEN ASSISTANT**

**Responsibilities**:

 -Serve dishes at tables according to order
 -Recommended wines and other drinks to visitors/customers

-Uphold stock in the kitchen

-Complete grocery supply and other shopping tasks

-Remove soiled service ware

-Set tables with clean silverware and glassware

-Sweep wash and granite floors

SKILLS:

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* Ability to work effectively under time pressure
* Ability to multitask
* Diligence and dedication to work
* A good memory and an eye for details
* A friendly cheerful and polite attitude
* A strong passion to ensure customer satisfaction

**EDUCATION BACK GROUND**

2017 **:** Petanns Computer College

 Certificate computer packages

2008-2012: Sapencia Education Certificate Centre

2000-2007: Kimuchu Primary Certificate School

**ACTIVITIES AND INTRESTS**

Cooking

Swimming

Traveling

Reading magazines

Watching movies

**REFEREES**

Shall be provided upon request.