**CURRICULUM VITAE**

**OLALEKAN**

**PERSONAL DATA**

* **Email:** [**olalekan.353654@2freemail.com**](mailto:olalekan.353654@2freemail.com)
* **Nationality: Nigerian**
* **Sex: Male**
* **Religion: Christian**
* **Date of birth: 22-04-1991**
* **Marital status Single**

**CAREER OBJECTIVE**

**To work expressly as an individual, hardworking staff in a challenging environment, contributing enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my customer service skills obtained through my years of experience as a waiter and room service server.** **Making sure that the surroundings are clean and proper hygiene and sanitations are observed according to the governmental rules and company policies.**

**CAREER HISTORY / PROFESSIONAL EXPERIENCE**

**PLAZA DE HARUNA HOTEL AND SUITS. 2011-2014**

**POSITION: Room service server**

**DUTIES AND RESPONSIBILITIES**

* **Received food and beverage orders from the order taker, directly and via phone.**
* **Followed standards and actively sell food and beverage, take restaurant reservations and refer any requests for “private dining” to Restaurant Managers.**
* **Make knowledgeable, informed and articulate recommendations and suggestions regarding all menu items.**
* **Set-up Room Service tables according to standards for food and beverage ordered.**
* **Deliver orders quickly and accurately.**
* **All orders served at correct temperatures, with correct condiments and garnishes according to established delivery standards.**
* **When engaging guest, maintaining eye contact, courteous, enthusiastic and observant of guest needs.**
* **While serving guest always be alert and observant of needs, ask guest if you could open the drapes or switch on the television for them or take down the Laundry.**
* **Ask guests where they would like the trolley positioned, arrange chairs and rearrange settings on the table preparing the room/table/trolley and food to standards.**
* **Maintaining work area clean and restock service items.**
* **Complete all assigned daily side work including any special responsibilities.**
* **Respect guests privacy and property following all hotel guest service procedures and quality standards**

**TASTE ‘N’ BITES RESTAURANT, NIGERIA 2008-2011**

**POSITION: Waiter**

**DUTIES AND REPONSIBILITIES**

* **Greet customers and seat them according to their preferences**
* **Check with customers to ensure that they are enjoying their meals and take action to correct any problems.**
* **Communicate with customers to resolve complaints or ensure satisfaction.**
* **Collect payments from customers**
* **Take orders from patrons for food or beverages.**
* **Take customer orders.**
* **Present menus to patrons and answer questions about menu items, making recommendations upon request**
* **Present food or beverage information or menus to customers.**
* **Clean tables or counters after patrons have finished dining and also cleaning food service areas.**
* **Escort customers to their tables.**

**ANDIAMO RESTAURANT, ABU DHABI 2017.**

**POSITION: Waiter**

**DUTIES:**

* **Greet customers and seat them to cleaned tables according to their numbers and provide them menu.**
* **Offer welcome drinks and beverages**
* **Fill water glasses and refill beverages**
* **Deliver food carts to designated areas**
* **Take orders and provide informations about menu**
* **Ensure that all tables replenished with eating dishes .**
* **Keep a constant eye on the table to gauge needs and fulfill them immediately.**

**EMIRATE TRANSPORT AND WORKSHOP 2014 till Date.**

**POSITION: Cleaner**

**DUTIES AND RESPONSIBILITIES**

* **To maintain a flexible daily cleaning of customer cars and surroundings of the company.**
* **Monitoring of about five(5) cleaner staffs and ensuring they carry out their individual duties.**
* **To monitor stocks of cleaning equipments and materials in order that orders can be placed on timely basis**
* **To organize appropriate trainings for newly employed staffs**
* **Ensuring all job cards are been dealt with and returned to the reception with time.**
* **To be responsible for the day to day personnel management of the cleaning staff, and consulting with the Business Manager on any necessary formal procedures.**
* **Making sure that all cars are cleaned and delivered to all customers at the appropriate time.**

**SKILLS**

* **Computer Operating: Editing, Ms word, Excel, Photoshop.**
* **Fluent English speaking, writing and communication**
* **Using logic and reasoning to identify strength and weakness of problem, solution, and conclusion**.

**EDUCATIONAL BACKGROUND**

**LIBERTY KIDDIES NURSERY/PRIMARY SCHOOL, OYO, NIGERIA 1993 -2002**

**ORANYAN SECONDARY GRAMMAR SCHOOL, OYO NIGERIA 2002 - 2008**

**LEGACY COMPUTERS,(LOWER CREDIT), OYO STATE 2007.**

**CERTIFICATE IN SAFETY BY MINISTRY OF INTERIOR, ABU DHABI 2016.**

**LANGUAGE**

* **Fluent English speaking and writing,**
* **Arabic (FAIR).**

**HOBBIES**

**Sports, Reading, travelling**

**DECLARATION**

**I hereby declare that the above mentioned are true and correct to the best of my knowledge, if given the chance to serve in your company, I promise and assure to execute my duties and responsibilities to the best and satisfaction of the company.**