** Curriculum Vitae**

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| **NAME**: DipakDipak.357420@2freemail.com  |  |  |

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| FUTURE GOAL | To become the best employee and see myself at the managerial level |
| QUALIFICATION | **HIGH SCHOOL**Kist College of MagementKathmandu, Nepal**SCHOOL LEAVING CERTIFICATE**Buddha Himalaya Secondary SchoolKavrepalanchok, Nepal |
| EMPLOYMENT HISTORY | **Waiter**Trader Vic’s Restaurant ( 2nd Jan 2013- 1st Jan 2015)Riyadh, Saudi-ArabiaThe Wind Bell Restaurant (3rd April 2015- 1st May 2016)Kathmandu, Nepal |
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| VISA DETAILS | Visa type: Long Term Visit Single Entry Issue date: 12 Feb 2017Valid until: 09 May 2017 |
| TRAINING ANDWORKSHOP | Trained as a Waiter in Trader Vic’s, Riyadh-Saudi-ArabiaTrained as a Waiter in The Windbell Restaurant, Kathmandu- Nepal |
| LANGUAGE | English: FluentHindi: FluentNepali: Mother Tongue |
| EDUCATIONAL ACHIEVEMENT | Name of Board | Passed Year  | Name of institution | Division  | Percentage |
| SLC | 2011 | Buddha Himalaya | 1st | 73.23 |
| HIGH SCHOOL |  | KIST College of Management | Running |  |
| Duties and responsibilities | • Greet customers as they arrive at the restaurant and inquire into their seating preferences• Gauge customers’ seating needs (by counting number of people in a party) and lead them to appropriate tables• Assist customers in seating and provide them with menus• Provide customers with information on revolving menu items and daily specials• Leave customers for a little time to give them a chance to choose from the menu but keep an eye out for customer calls• Answer questions regarding menu items and ingredients and provide information regarding diet items and specials• Suggest appropriate wines and other beverages to go along with customers’ meals• Maintain knowledge of any items that the kitchen may be running out of• Take orders for lunch and dinner and repeat taken orders to ensure accuracy• Inform customers about the time it will take for their orders to be prepared and served• Relay orders to the kitchen and ensure that they are prepared according to recipe |
| OTHER ACHIEVEMENT | Employee of the month in Trader Vic’s in 2014Winner in Intra-football cricket match in 2012First runner up in district level quiz competition in SLC levelCommunity champion in the table tennis competition |
| HOBBIES | Sports, reading books, listening music, watching sports on tv, singing, hanging out with friends |