**Curriculum Vitae**

Grace

Grace.366068@2freemail.com

 **PROFILE**

Able to interact with everyone and make friends easily. Can work in any conducive environment under minimum supervision .Well organized and compassionate.

**Work Experience**

**Blessed boutique 2015-2016 Sales Associate.**

**Duties & Responsibilities**

* Extending warm and sincere greeting to the customers.
* Ensuring the company standards is maintained.
* Manage Retail Shops in Professional Way, achieve targets and Customer service.
* Prepare sales reports for the Management on a daily basis.
* Managing all the cash transaction in the till point.
* Price checking.
* sales promotion
* Merchandising and safe guarding company assets.
* Perform all duties with minimal supervision.

**Blue Spring Hotel.**

**2014-2015 Waitress / Cashier**

**Duties & Responsibilities**

* Learn menu items and be able to describe them appropriately to guests.
* Deliver beverages and food in a timely manner.
* Check-in with guests to ensure that everything is going well.
* Clear dirty dishes from table.
* Refill beverages throughout the meal. Great guests and make them feel comfortable.
* Deliver guest’s bill and thank them for dining at the restaurant.
* Work with other servers and be a team player.

**Naivas Supermarket**

**2013- 2014 Receptionist**

**Duties & Responsibilities**

* Answering incoming calls and making the outgoing calls effectively.
* Handling in and out going mails.
* Booking appointments and giving the feedback from different places.
* Filling all documents accordingly.
* Preparing agenda for the meeting.
* Typing letters to all the board members and making follow-ups by calling to confirm if they got the information.

**Activities and membership.**

* Participated in hunger walk.
* Helping the community in social work.
* Attending Seminars and conference.

**Personal attributes.**

* Hard working.
* Honest
* Responsible and self-oriented.
* Flexible and with dedication to work.
* Good command of English both Spoken and written

**ACADEMIC BACKGROUND**

* 2015-2016: Woonet Training Institute.
* 2009-2012: South Tetu Girls High School.
* 2001-2008: Kingongo Primary School.

**Referees**: Available Upon Request