

**AKBERMET**

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**CAREER OBJECTIVE**

Seek a responsible and challenging position in the fields of Hospitality Management which will utilize my talent and provide an opportunity for personal development while making the real contribution to the growth of the organization.

**CAREER OUTLINE**

* An effective communicator with excellent interpersonal & relationship

management skills.

* Self-starter; can be depended on to complete a task under minimal

supervision.

* Self- motivated with team spirit and good communication skills.
* People oriented; enjoy working directly with customers and the general

public.

* Able to function well under pressure created by work demand and work

restraints.

* Pleasing personality and can get along with the superiors and colleagues in

an able manner.

**WORK EXPERIENCE**

**Cashier/ Waitress February 2017 to present**

**ACCOR hotels group, Novotel Al Barsha, bar “Bubbles” – Dubai, UAE**

* Excellent communication with the guests.
* To take reservations according the hotel standard.
* To greet the guests and to present alcoholic and food menus.
* To explain which promotion is going on today and to take orders, to make recommendations.
* According the shift take responsibility to open and to close cash, bar area.
* To keep clean all bar tools and equipment.
* To solve complaints immediately and inform to supervisor.
* To prepare bills and take payments.

**Waitress/Hostess March 2016-February 2017**

**SALAM International Company, restaurant “Eatopia” - Doha Qatar**

* Welcome the guests with smile and to take reservations using by professional speech
* To explain the concept of the restaurant.
* To mention about smoking areas and shisha terrace
* To assist them to select perfect place and to present menu, answer questions about menu items or to make recommendations.
* To take food and drinks orders.
* To work as a team member and help to other colleagues.
* Be ready to solve any complaints.

**Sales/Cashier January 2015- February 2016**

**Boutique “Brand Mix”- Bishkek, Kyrgyzstan**

* Greet the guest with smile.
* Explaining them about the Brands.
* Presenting them about the particular Size.
* Trying my best to sell at least one to each guest.
* Handling Cash and suggesting the guest about the new brand.
* Doing Inventory every end of month.
* Handling Cash and answering Calls and checking the new products.
* Using First in First Out policy with cloths.
* Posting the new Price tag for the products.
* Trying to reach the monthly Targets
* Selling the promotions.

**Office manager/ teacher December 2013- January 2015**

**Education course “High time”- Bishkek, Kyrgyzstan**

* Welcome visitors by greeting them.
* Check their level of language which they want to learn.
* To arrange times of the teachers and prepare monthly program.
* To give information for phone callers and attach more student.
* To replace teachers who is absent.

**EDUCATION QUALIFICATIONS:**

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| --- | --- | --- | --- |
| **EDUCATION-Institution** | **Specialization** | **Duration** | **Year of graduation/City/ Country** |
| Kyrgyz State  University | Regional studies | **5** | 2014 Bishkek, Kyrgyzstan |

**PERSONNEL SKILLS:**

* An effective communicator with excellent interpersonal & relationship management skills.
* Self-starter; can be depended on to complete a task under minimal supervision.
* Self- motivated with team spirit and good communication skills.
* People oriented; enjoy working directly with customers and the general public.
* Able to function well under pressure created by work demand and work restraints.
* Pleasing personality and can get along with the superiors and colleagues in an able manner.

**Declaration**

I, hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**(AKBERMET**