** RESUME**

**PERSONAL DETAILS**

**NAME :** SARAH

[SARAH.366301@2freemail.com](mailto:SARAH.366301@2freemail.com)

**CAREER OBJECTIVE**

* To meet the required standards at work by ensuring maximum guest satisfaction and promote teamwork for optimum service delivery.
* To always exceed expectations and rise to the top of my career in the hospitality industry
* I am seeking employment with a company where I can use my talents and skills to grow and expand the company.
* I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.
* I want to excel in this field with hard work, perseverance and dedication.
* I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.
* I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.
* I want to be part of the success in an environment of growth and excellence.
* I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

**KEY STRENGTH AND RESPONSIBILITIES**

* Ability to work under minimal supervision
* Ability to work for long hours
* Self motivated graduate with well developed project management and IT skills combined with a flexible attitude t

**HOSPITALITY EXPERIENCE [Waitress]**

**JAN 2017-APRIL ; STABLES BAR AND RESTURANT dubai**

JAN 2015- 2016 Feb : SMOTHERS RESTAURAN

FEB2016-2016 Dec : GALITOS RESTAURANT

• Greet restaurant patrons and seat them in their desired areas  
• Present customers with menus and assist them in choosing items  
• Make patrons aware of the day’s specials and respond to their questions regarding ingredients  
• Provide information regarding spice levels of each chosen item  
• Take customers’ orders and repeat them to ensure accuracy  
• Inform customers of the time it will take for their orders to be served  
• Relay order information to the kitchen  
• Follow up with kitchen staff to ensure order is prepared on time  
• Check prepared order for accuracy and portion size prior to serving  
• Serve food and beverage orders and inquire if customers would like anything else with it  
to ensure that condiments and refills are served  
• Present customers with bills, take payments and issue receipts  
• Clear and clean tables and ensure that the around tables are cleaned properly

**Key Accomplishments**  
• Served 150 customers in 5 hours during an exceptionally high volume day on Memorial Day 2014  
• Increased serving time efficiency by 50% by suggesting non-spoil items to be precooked on a daily basis

**EDUCATION BACKGROUND**

COMPUTER KNOWLEDGE

* + Introduction to computers
  + Ms Word
  + Ms Excel
  + Ms Access
  + Ms Power point
  + Internet and e-mail

**2012-2013 :** EASTERN STAR ACADEMY

**AWARD** : KENYA CERTIFICATE OF SECONDARY EDUCATON

**2010-2012 : ANGAZA NGULUNI ACADEMY**

**AWARD** : KENYA CERIFICATE OF PRIMARY EDUCATION

**2001-2009 : DAIMA PRIMARY SCOOL[KCPE]**

**ABILITIES AND SKILLS**

* Excellent command over English both oral and written
* Ability to work calmly under pressure
* Use time and recourses effectively
* working with minimal supervision
* A very outgoing personality
* Team player, painstaking and well organized
* Undying passion for job satisfaction.
* Hard working, friendly personality with good sense of humor
* Flexible to work extended hours
* Ability to interrelate among people of multi ethnic background.
* Open to correction and challenges
* Flexible & adaptable to people &situations .
* Quality Assurance

**HOBBIES**

* Reading magazines
* Singing
* Swimming
* Travelling