**CURRICULUM VITAE**

: Olorunsola.366662@2freemail.com

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NAME: Olorunsola

**PERSONAL PROFILE**

 I would describe myself as well presented, hard working individual who thrives at the chance of leaning new skills. Having worked in Hotel and Restaurants over five years, I have gained excellence communication skill and enjoy working with the public i always like to work quickly but neatly so i can get the task have being given done in a professional and efficient manner. I like to think i am someone who works well alongside other and easy to get along with as i am a sociable person. Working with colleagues and customers in stressful environments as help me build my confidence as a person and hopefully will carry on so. I am also welling to take on any training necessary to enable me to carry out my work well.

> Positive work Attitude.

> Interpersonal Skill.

> Assertiveness.

> Efficient.

> Excellent time management.

**EMPLOYMENT HISTORIES**

**QUEEN PALACE HOTELS LTD. Abuja, NIGERIA 2015 Till date**

**POSITION: WAITRESS**

* My duties involve customer service
* Assisting in kitchen area
* Attending customers enquires and ensuring they receive excellent customer service.
* I take pride in my work and this job has proved i can multi-task from working in the kitchen, Dining area and dealing with cash.
* listening to instruction and was taught how to lay table correctly, silver service and preparing/decorating rooms for different functions.

 **.** Deliver orders to the table in a timely manner.

**ROYAL QUEEN HOTEL LAGOS NIGERIA**

**Position ; WAITRESS 2013 - 2015**

Welcome customers as they arrive and ask for seating preferences

* show Maun to customers and answer question about menu items,
* Clear table or canters after customer has finish dinning,
* Clean tables and ensure that they are bussed appropriately.
* Set up food stations and tables as directed.
* Arrange hot, cold and mixed drinks for customers.
* Prepare silverware, set of food station or set of dining area for the prepare for the nest shift.
* update customers of daily especial.
* Take note of orders from customers for food or brewages.
* check customer's identification to ensure that they meat minimum age requirements for consumption of beverages.

**Treasure Restaurant Abuja Nigeria**

 **Present: WAITRESS 2012 - 2013**

* serve food or beverages to customers, and prepare or serve specialty dishes at tables as required.
* Prepare table for meal, including setting up items such as linens, silverware and glassware.
* Take out dishes and glass from table or canters.
* Help host or Hostess by answer phone to take reservation or to go orders.
* Stock service areas with supplier such as coffee, food.

**EDUCATIONAL BACKGROUND**

Kogi State Polytechnic Lokoja Nigeria : Office Management Technology

2014 -2016 (Higher National Diploma, HND)

Kogi State Polytechnic Lokoja : Office Management Technology

 2011- 2012 (National Diploma, ND)

Royal Crown Secondary School Ajaokuta : West African examination Council

 2004- 2010 (High School- Graduated)

**SKILLS AND ABILITIES**

* Computer Skills - MS office, Excel,
* Ability to understand quickly and adapt to things easily
* Ability to interpret correctly
* Ability to make use of the computer
* Highly presentable, outgoing and sociable
* Strong sense of responsibility and desire to get things done properly.

**HOBBIES**

  **Reading, Music and Shopping.**

**KNOWLEDGE**

* Computer Skill (Micro Soft Office Application, Word, Excel, PowerPoint)
* Use of P.P.E. (Personal Protective Equipment)
* Safety Control

REFERENCE

Available on request

**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.