**ZAWERIA** ![E:\IMG_20170128_004225[2].jpg]()

**E-mail:** **zaweria.368815@2freemail.com**

 **CURRICULUM VITAE.**

**PERSONAL DETAILS.**

**Date of Birth :** 10th October 1995

**Sex :** Female

**Religion :** Christian

**Marital status :** single

**Language :** (Spoken and written): English and Kiswahili

**CAREER OBJECTIVE.**

 To secure challenging positions that will enable me utilize my education background, analytical skills, my ability and capability while contributing to the success of an organization.

**PERSONAL STRENGTHS.**

* Strong drive and Self- Motivated
* Good public relations and Management skills.
* Good Interpersonal skills
* Quick learner
* Able to work under no or minimum supervision
* Time conscious

**PROFFESSIONAL QUALIFICATION**

**March 2015-June 2016 -** Kenya Institute of Professional Studies

**Award**  Diploma in Hospitality Management

**Aug 2016-Nov 2016** - Nyeri Institute of Computer Studies

**Award** Certificate in computer packages

 **ACADEMIC QUALIFICATION**

**2010- 2014** - St Michael's Girls High School

**Award**  - Kenya Certificate of Secondary Education

**2001-2009** -Nyamachaki Primary School

**Award**  - Kenya Certificate of Primary Education

**Work Experience**

 **Dec 2014 to Dec 2016** **Waitress at Batian Grand Hotel**

 **Duties**

* + - * Handling of customer complains.
			* Serving the guests with beverages & meals.
			* Presenting menus to the guests.
			* Taking orders from the guests.
			* Polishing cutlery & glasses.
			* Clean food service areas.
			* Roll silverware, set up food stations or set up dining areas to prepare for the next shift or for large parties
			* Inform customers of daily specials.
			* Collect dirty dishes or other tableware.
			* Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
			* Fill salt, pepper, sugar, cream, condiment, and napkin containers.
			* Garnish and decorate dishes in preparation for serving.
* Provide customers with general information or assistance

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