**ZAWERIA** 

**E-mail:** [**zaweria.368815@2freemail.com**](mailto: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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