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**PERSONAL INFORMATION**

**Name: Namusoke**

**Email:** [**Namusoke.373596@2freemail.com**](mailto:Namusoke.373596@2freemail.com)

**Nationality: Ugandan**

**Date of Birth: 22/11/1993**

**Sex: Female**

**CAREER OBJECTIVES:**

Seeking to obtain the position of waitress in an organization offering exceptional ability to anticipate guests’ needs and appropriately fulfill them to ensure high levels of operational efficiency.

**WORKING EXPERIENCE:**

**WAITRESS: SHAKA ZULU RESTAURANT, KAMPALA UGANDA. (NOV 2016 TO DATE)**

**Duties & Responsibilities:**

* Greeted guests and made them feel comfortable.
* Learnt menu items and was able to describe them appropriately to guests.
* Took beverages and food orders to the kitchen for preparation.
* Delivered beverages and food to customers in a timely manner.
* Checked-in with guests to ensure that everything was going well.
* Engaged in daily, weekly, and monthly inventory
* Engaged in stock taking and ordering store items
* Engaged in cashiering and preparing drinks
* Engaged in up- selling and suggestive selling to increase

**WAITRESS: CRANES RESTAURANT& GRILL, KAMPALA, UGANDA.(OCTOBER 2013– DECEMBER 2015)**

**Duties & Responsibilities:**

* Took orders and provided information about menu items
* Suggested menu items whenever requested by the customer
* Relied on patrons’ orders to the kitchen ensuring order quality and quantity prior to serving ensure that continued service is managed during the course of the meal
* Kept a constant eye on the table to gauge needs and fulfill them immediately
* Accepted payment in cash and credit card ,cleared table and cleaned table tops

**PERSONAL SKILLS AND COMPETENCE:**

* Excellent stamina and able to multi-task,
* Professional attitude and work ethics.
* Excellent customer service skills and People oriented with superb interpersonal skills.
* Sales and marketing skills.
* Team player abilities and delegating capabilities.

**EDUCATIONAL QUALIFICATION:**

* **Advanced Certificate- Mpoma Girls School (2011- 2012).**
* **High School Certificate- St johns Secondary School, Uganda. (2007-2010).**

**Reference**

**Available upon Request.**