**CURRICULUM VITAE**

**Yusuff**

Email: yusuff.380913@2freemail.com

Visa: 3 months tourist visa

**SUMMARY**

Motivated hospitality professional with years of experience, Team player with high energy and great communication skills, Reliable and friendly professional able to work with little oversight and collaborate in team environments.

**SKILLS**

* Loyal and dedicated employee with an excellent work record.
* Enthusiastic, Knowledgeable, hardworking and eager to meet challenges
* Responsible, dependable and open to new ideas
* Easy adapting to new cultures and able to work in a multicultural environment
* Team work, highly adaptable and good interpersonal skills.
* Fluent in English, Yoruba, and little arabic
* Energetic, positive attitude
* Problem solving skills
* Multi-tasking skill
* Up-selling
* Micro-soft office proficiency

**WORK EXPERIENCE**

**THE WHEATBAKER HOTEL, LAGOS November, 2016 – Feb. 2018**

***Head Waiter***

* Work closely with kitchen and bar to ensure timely delivery of food and drink order.
* Find out non-availability from the kitchen and bar
* Ensure that the restaurant is properly set, neat, tidy, and ready for operation.
* Ensure that mis-en-place is done for the shift
* Take stock and requisite for non-available items
* Conduct pre-shift briefs, communicate non-availability, specials, and check for working tools and personal grooming.
* Ensure that the standard operational procedures (SOP) of the restaurant is followed to the latter
* Maintain a professional and friendly relationship with guest and also check on them to ensure that they are satisfied with the quality of service provided.
* Attend to guest complaint.
* Write end of shift report.
* Report to senior manager, Challenges the restaurant is faced with.

**SHERATON HOTEL, LAGOS February, 2007 – April, 2009**

**Waiter**

* Greet and welcome guest with a warm smile and escort guest their table
* Give menu to guest and take their food and drink order.
* Inform guest of specials for the day.
* Order food and drink through the micros system
* Inform the kitchen or bar of allergies or any additional items the guest want.
* Ensure timely delivery of food and drinks
* Clear plates, adjust cutleries to suite meal course, and refill drinks.
* Keep a professional and friendly relationship with guest
* Check with guest to ensure they are satisfied with quality of food and drink
* Give guest bill and process payment
* Arrange mise-en-place for the shift
* Ensure the restaurant is neat and tidy

PROJECT MANAGEMENT COLLEGE January, 2004 – February 2005

**Administrative assistant**

* Attend to prospective student enquiries
* Ensure office tools and equipment is in order
* Make arrangement for meeting, Book flight reservations, and send package that need to be delivered within and outside the country.
* Ensure the classroom is set for lecture every Saturday and Sunday.
* Assist both student and lecturers during classroom sessions.
* Input student data into the administrative data system

**ACADEMIC QUALIFICATION**

**Ladoke Akintola University of Technology 2009-2014**

Animal production and Health

**Ikolaba High School Agodi g.r.a ibadan 1997-2003**

High School Certificate (WAEC)

**St John primary School 1991-1997**

First School leaving Certificate