**CURRICULUM VITAE**

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**NAME: TAIWO**

**MARITAL STATUS: SINGLE**

**GENDER: MALE**

**NATIONALITY: NIGERIAN**

**EMAIL:** **taiwo.381104@2freemail.com**

**LANGUAGE: ENGLISH**

**VISA TYPE:EMPLOYMENT**

**DATE OF BIRTH: 23/01/1991**

**Career Objective**:

To work competently and make a position in the hospitality industry by achieving the highest level of guest satisfaction and quality standard maintaining budgets for profitability. To seek a challenging position for a successful execution of my talents.

**Summary of Skills:**

|  |  |
| --- | --- |
| Good Judgment | Dependable and Hardworking |
| Caring and Nurturing  | Excellent Communication Skills |
| Accepting Personal Responsibility | Ability to Handle Pressure in Stressful Situations |
| Friendly and Polite in all Situations | Professional Appearance |
| Problem and Conflict Resolution | Computer Literacy |
|   | Bilingual Fluency and a Good Command of English. |

**Educational Background:**

LagosstatePolytechnic

NationalDiploma in Business Administration 2012

Ansar ud deen grammar school, Lagos State

SSCE Certificate2007

**Professional WorkingExperience:**

**NEWTON PARK HOTEL ABUJA, NIGERIA**.

June 2013- May 2016

**Position: WAITER**

**7Elephants Restaurant DIFC, Dubai.**

**December 2017- Till Date.**

**Position: Junior Waiter.**

**POSITION SUMMARY:**Ensure that all guests are served to the hotels standard in the Restaurant / Bar / Lounge areas. Display highest standards of hospitality and welcome are demonstrated at all times within all food and beverage areas.

Takes orders for, serves (where applicable, prepares) food and beverages to guests as per the hotels standards in a friendly, timely and efficient manner.

* Greets guests and presents them with the menu.
* Informs guests about the special items for the day and menu changes if any.
* Suggest food and beverages to the guest and also try to upsell.
* Take food and beverage orders from the guest on the order taking pads or on the handheld Point of sale (POS) system.
* Obtaining revenues, issuing receipts, accepting payments, returning the change.
* Performing basic cleaning tasks as needed or directed by supervisor.
* Filling in for absent staff as needed
* Punch the order on the POS machine and make sure to enter the special requirements made by the guest while ordering the food. Eg: No Garlic, less spicy etc., without egg etc.
* Communicate to the guest and provide assistance with their queries.
* Server food and beverage to the guest as per the course of order.
* Observes guests and ensure their satisfaction with the food and service.
* Promptly respond to guest with any additional request.
* Maintaining proper dining experience, delivering items, fulfilling customer needs, offering .
* Adhere to grooming and appearance standards consistently.
* Must have some familiarity with basic cooking skills

**REGIONAL HOTEL LAGOS NIGERIA**

**December 2009 - May2013**

**Position: WAITER**

* Greet customers, present menus, and explain daily specials to customers
* Relay food and beverage orders to the kitchen staff
* Prepare drinks and food garnishes
* Carry trays of food or drinks from the kitchen to the dining tables
* Remove dirty dishes and glasses, and clean tables after customers finish meals
* Prepare itemized checks and take payments from customers
* Clean and set up dining areas, refill condiments, roll silverware into napkins, and stock service areas