

**CURRICULUM** **VITAE**

**PERSONAL DETAILS**

NAME : IBRAHIM

GENDER : Male

NATIONALITY : Kenyan

MARITAL STATUS : Single

LANGUAGES : English, Arabic and swahili

EMAIL : Ibrahim.381276@2freemail.com

**CARRIER** **OBJECTIVE**

Tobe prominent and work in an environment that demands interpersonal skills, confidence, hard work and be able to inspire and achieve optimal results through team work seeking a challenging and reward learning that empowers self development and organization creativity approach and decision making.

**PERSONAL** **ATTRIBUTES**

* Ready to learn new aspects and ideas
* Capable to work under minimal supervision
* Good communication skills

**WORK** **EXPIRIENCE**

**MARCH 2017 TO DATE: ANSAR GROUP DUBAI - UAE**

**POSITION : sales man**

**DUTIES AND ROLES**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, and change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using optical price scanners.
* Issue trading stamps, and redeem food stamps and coupons.
* Resolve customer complaints.
* Calculate total payments received during a time period, and reconcile this with total sales.
* Compute and record totals of transactions.
* Keep periodic balance sheets of amounts and numbers of transactions.

 **2015 to 2016: TAIDIS RESTURANT - NAIROBI**

**POSITION :**  **WAITER**

**DUTIES AND ROLES**

 Provide the perfect service experience for every Guest

 Ensure the Guest feels important and welcome in the restaurant

 Ensure hot food is hot and cold food is cold

 Adhere to timing standards for products and services

 Look for ways to consolidate service and increase table turns

 Present menu, answer questions and make suggestions regarding food and beverage

 Serve the Guest in an accommodating manner

 must know all food liquor, beer, wine and retail offered

 Apply positive suggestive sales approach to guide Guest

**EDUCATIONAL BACKGROUND**

* **DEC 2014 TO FEB 2015; BATEC COMPUTER COLLAGE**
* Certificates in computer packages
* **2010– 2014; ; KAMELILO DAY HIGH SCHOOL[B -]**
* Kenya certificates secondary education [KCSE]

**2001-2009- ; KAMELILO PRIMARY**

* Kenya certificates of primary education[KCPE]

**APPLICABLE SKILLS**

* Proficient in computer (ms/office, Word, Excel, Power Point)
* Good communication skills – English fluent
* Driving BCE license

**HOBBIES AND INTRESTS**

* Travelling
* Socializing
* Meeting new people
* Sports (Soccer)
* Reading