**PERSONAL PROFILE**

**Name VICTOR**

**Nationality**  Kenyan

**Date** **of** **Birth** 31/10/1994

**Language** English, Swahili & Arabic (*beginner*)

**Marital** **Status** single

**Visa Status** Visit Visa

**Email**  [victor.381736@2freemail.com](mailto:victor.381736@2freemail.com)

**CAREER OBJECTIVE**

My career aim is a waiter/ Bellboy position in an excellent and reputed restaurant seeking an advanced, proficient, and refined, strong team player who provides customers exceptional service. My previous job experience and other professional abilities will help me to contribute my effort for the advancement of your restaurant.

**Skills and Qualities**

* Two years’ experience as a waiter
* Strong organizational and time management ability;
* Remarkable ability to follow instructions and pre-established    guidelines.
* Up selling and marketing skills
* Experienced Bell boy in greeting guests, carrying heavy suitcases, and providing guests with information about the hotel and park.
* Strong ability to maintain composure.
* MS-Office, MS excel, MS word, Power Point.

**WORKING EXPERIENCE**

**2016 To 2018** -**The Comfy Hotel Nairobi** Kenya-*Position;*

**Waiter**

**Responsibilities**

* Welcome, escort customers to their tables and inform the customers of the daily specials.
* Present Menu booklet to the customers and answer questions about menu items, making recommendations upon request.
* Write patrons' food orders on order slip, master orders, or enter orders into computers for transmittal to kitchen staff.
* Serve food and/or beverages to customers; prepare and serve specialty dishes at tables as required.
* Ensure customers are satisfied with their meals and processes orders for additional courses if necessary.
* Remove dishes and glasses from tables or counters and take them to kitchen for washing.
* Prepare receipts and credit card payments and return balance to the customer whenever necessary.
* Set the tables with dishes, glasses and flatware and thereafter refill the condiments.
* Maintain familiarity with menu items and specials.

**2015 – 2016: The Hotel Cicada** ELDORET

**Bell Boy**

**Responsibilities;**

* Escort incoming hotel guests to rooms.
* Greet guests, carry heavy suitcases, and provide guests with information about the hotel and park.
* Assist with hand luggage and pick up articles for laundry and valet service.
* Inspect guest's room to ensure furnishings are in order and supplies are adequate.
* Page guests in lobby, dining room, or other parts of hotel.
* Deliver room service orders.
* Call taxi for guests
* Up selling services/doorman

**EDUCATION**

* 2014 – 2017: Kabete Technical Training Institute.

Diploma In Electrical and Electronics Engineering

* 2013 – 2014: Certificate in Better poverty Eradication

Certificate in Youth HIV Prevention Intervention.

* 2013 – 2014: Mother Bucchi Training Institute.

Certificate in Computer Application Packages

Microsoft Word, Microsoft Excel, Microsoft Access,

Microsoft PowerPoint, Microsoft Publisher, Internet and Email.

* 2009 – 2013: Gituru High School

Kenya Certificate of Secondary Education

* 2000 – 2008: Burhaniya Primary School

Kenya Certificate of Primary Education

**PERSONAL INTERESTS**

Socializing, mountain climbing, travelling and community services

**REFERENCES** Upon Request--Please do not hesitate to contact me if you require references from any of my previous employers.