## **CURRICULUM VITAE**

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Name : JOSEPHINE

Nationality : UGANDAN

Date of Birth : 06-03-1990

Sex : FEMALE

Email : [Josephine.382373@2freemail.com](mailto:Josephine.382373@2freemail.com)

Profession : WAITRESS

## OBJECTIVES

Self motivated with a pleasing and positive attitude, hard working and skilled person with excellent Oral and written communication skills who enjoys meeting challenges.

## SKILLS SET

* Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management

**Personality Traits**

* High level of communication skills
* Excellent problem solving skills and leadership.
* High level of self-motivation
* Handle matters with maturity, tact and discretion
* Strong sense of responsibility with perfect dedication
* Able to cope with high demanding business environment
* Excellent knowledge of customer service.

## WORK EXPIERIENCE

**MOLCUE RESTAURANT DUBAI**

**POSITION: WAITRESS**

**2016 up to date**

**DUTIES &RESPONSIBILITIES:**

* Attending daily briefings.
* Informing customers of daily specials
* Explaining to customers the different menus
* Arranging the tables before the customers arrive
* Responsible for the receiving, greeting and seating of guests.
* Checking with customers to ensure that they are enjoying their meals and rectifying any problems that may arise
* Continued service
* Clearing of the table

**SERENA HOTEL KAMPALA UGANDA**

**POSITION: WAITRESS**

**DURATION: 2014-2016**

**DUTIES &RESPONSIBILITIES:**

* Welcoming and greeting customers
* Taking and serving meal orders
* Offering and serving beverage and appetizers
* Continued service
* Cleaning tables and counters after the customers are done with their meals
* Delivering the check and accepting payment
* Suggesting to customers what to eat when they’re not decided

## ACHIEVEMENTS

* UAE working experience.
* Introduction to the Arabic expressional phrases.
* Exposed to most safety UAE laws of directions and needed services.
* Good illustration
* Ways of handling various nationalities.
* Self-supervision.
* Ability to lead others and good command of instructions.
* Deliver good dedications

## ACADEMIC BACKGROUND

* **A CERTIFICATE IN COMPUTER SKILLS**
* **UGANDA ADVANCED CERTIFICATE OF EDUCATION[UACE]**
* **HGH SCHOOL CERTIFICATE{UCE}**

## LANGUAGE ABILITIES

* **ENGLISH**
* **LUGANDA**
* **KISWAHILI**

## HOBBIES

* **READINGNOVELS**
* **SURFING THE INTERNET**
* **SWIMMING**

## REFERENCE

**AVAILABLE UPON REQUEST**