CURRICULUM VITUE

**MAUREEN**

Email: **Maureen.383787@2freemail.com**

Dubai - UAE

Visa status -Visit visa

# WAITRESS

# OBJECTIVE

To obtain an entry level position with a reputable company, allowing me to utilize my education, professional and internship experience while gaining valuable work experience in a team oriented environment

# PERSONAL SUMMARY

A polite, well-spoken and hardworking waitress with experience of working in a busy restaurant environment looking after the needs of patrons. Attentively at all times with a willing and helpful manner that is required to answer phone calls, taking reservations and prepare bills. Always approachable, cheerful and possessing good observation skills as well as the ability to work alone or as part of a team. Keen to find a challenging position within an exciting employer where I will be able to continue to increase my work experience & develop my abilities.

**Experience**

**2015-2017**

Alwan snacks makers RiyadH

**Position: WAITRESS**

**DUTIES:**

* Providing a warm welcome for customers.
* Receive food & drink orders & serve customer requests to the standards required.
* Serving dishes to customers at tables.
Learning the names of & building relationships with regular customers.
* Ensure timely delivery of all food & beverage items to customers.
* Understand menu content and keeping up to date with any menu changes.
* Making recommendations from the menu if requested.
* Answer guest queries in a polite and helpful manner.
* Clearing cutlery and dishes away from tables.
* Passing food orders through to the kitchen staff promptly.
* Ensuring all hotel corridors are kept clear from rubbish, glassware and crockery.
* Full product knowledge of all menu items and hotel facilities and services.
* Check on customers asking if they are enjoying their meals and service.
* Ensuring the food service area is left clean and tidy once all the guests have left.
* Relaying, preparing and setting tables for the next guests.
* Looking after guests with special needs i.e. dietary requirements, allergies,
mobility etc.

**2014 to 2015**

**SELECT GARMENTS KAMPALA UGANDA**

**Sales Representative**

* Increasing credibility and client awareness by developing technical/non-technical marketing collateral and presentations, public relations campaigns, articles and newsletters.
* Enhancing relationships with all colleagues in assigned outlets and commercial houses and motivated them in all matters affecting the Company's business.
* Achieving the greatest possible return to the company from the use of promotional funds and deployed display material and point of sales aids to generate the greatest impact on the customer
* Working closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings.
* Accessing computerized financial information to answer questions related to specific accounts.

**AREAS OF EXPERTISE**

* Client Relationships
* Computer Skills
* Merchandising Skills
* Interpersonal skills
* Attention to details

**EDUCATION**

* AWARDS AND CERTIFICATION
* Degree I Business Administration
* UACE I Uganda Advanced Certificate of Education
* UCE I Uganda Certificate of Education

**Languages**

* English (fluent)
* Arabic
* Swahili

# References

# Avalable on request