**OMOYENI**

**Email:** **omoyeni.393242@2freemail.com**

**APPLYING FOR WAITER**

**CAREER OBJECTIVE**

****

I am a conscientious and a highly organized efficient person with a thorough and precise approach to work which has produced excellent results to date. Able to manage own time effectively and prioritize workload. Experienced at working to tight deadlines and under considerable pressure.

**PERSONAL INFORMATION**

**Nationality Gender Marital Status Languages**

: Nigerian

: Male

: Single

: English

**WORK EXPERIENCE**

**COMPANY NAME**

**:** ORCHID HOTEL LAGOS NIGERIA

**DESIGNATION**

**:** SENIOR WAITER (FOOD & BEVERAGES)

**DURATION**

**:** 2 YEARS

**COMPANY NAME**

**:** FOUR POINTS HOTEL LAGOS NIGERIA

**DESIGNATION**

**:** SENIOR WAITER (FOOD & BEVERAGES)

**DURATION**

**:** 2 YEARS

**DUTIES AND RESPONSIBILITY**

* Taking orders and seating customers to their table
* Explaining the menu and specials to customers
* Serving Food
* Clearing Tables
* Providing good customer service
* Taking drinks orders
* Providing recommendations
* Handle customers complaints professionally and escalate any serious issues to the manager for suitable resolution
* Communicate with the customers the information on special offers.
* Delivering fast efficient and quality customer service for the success of the business
* Assisting customers on phone
* Coordinate with Team, Stock and Working with team every day to make suitable changes.
* Seat customers and offer welcome drinks and menu
* Take food and beverage orders and communicate to the kitchen through POS system
* Deliver orders to the table in a timely manner
* Ensure quantity, quality and accuracy of order
* Set up food stations and tables as directed
* Clean tables and ensure that they are bussed appropriately
* Mix and serve drinks as directed

**PERSONAL SKILLS**

* Proficient in using Microsoft word & Excel**.**
* Excellent presentation skills
* Strong organizational and multitasking skills, with the ability to perform well in a fast-paced environment
* Active listening and effective communication skills
* Excellent team player
* Flexibility to work in shifts
* Fluent in English

**EDUCATION BACKGROUND**

Bachelor Degree – Business Administration Secondary School Leaving Certificate