Curriculum vitae ****

**NAME**  : ANYIFUA

NATIONALITY: CAMEROONIAN

EMAIL : anyifua-391454@2freemail.com

MARITAL STATUS: SINGLE

 AN APPLICATION FOR THE POST OF : Cleaning

CAREERS OBJECTIVES:

Seeking a challenging position in a developing organization where my expertise and Experience can be put to the best possible use and my potentials can be effectively tapped. A position that gives me opportunities to developed integrates and applies my knowledge and Skills.

**TECHNICAL SKILLS**

1. Hospitality Management.
2. Good communication skills
3. Excellent spoken and writing English and fair in French
4. Excellent telephone skills
5. Microsoft skill especially word and excel
6. Team player, professional and fast learn

**EMPLOYMENT HISTORY**

**WAITRESS/ SERVICE STAFF IN CHARIOT HOTEL**

**KEY RESPONSIBILITIES**

1. Provide friendly service to guest and associates
2. Welcoming and directing guest to their table
3. Presenting menu to the guest and help them to explain the various food type in the menu
4. Taking care of the buffet by cleaning, refilling juices and cutlery, cleaning plates and placing name tag to the various food in the buffet
5. Help guest in making coffee and tea and also cleaning the coffee machine
6. Relaying of guest order from the kitchen or bar staff, Inquiring if they have a reservation and noting it in the reservation book if they do
7. Check with guest to ensure that they are enjoying their meal and refilled their drinks if they needed
8. Remove dishes and glasses from the table or counters and take them to the back

Area/ kitchen for cleaning.

1. Maintaining cleanliness and keep the sitting arrangement in order
2. Help in setting VIP table and napkin folding
3. Help guest in reading the flight board and give them appropriate them for their

next flight, thanking guest for using the lounge and wishing them a pleasant flight.

**WAITRESS (KUCHINA RESTAURANT)**

**RESPONSIBILITIES:**

1. Explaining how various menu items are prepared, describing ingredients and

Cooking method.

1. Prepared table for meals, including setting up items such as linens, silverware and glassware.
2. Performed food preparation duties such as preparing appetizers, cold

Dishes and even preparing drinks like cocktail and fruit pouch.

1. Escort guest to their table
2. Describe and recommend wines to customers

**EDUCATIONAL BACKGROUND**

* ADVANCED LEVEL CERTIFICATES
* ORDINARY LEVEL CERTIFICATES

 **LANGUAGE:**

ENGLISH: Fluent and perfect in both speaking and writing

FRENCH: Fairly in speaking and writing

**HOBBIES:** Research, reading and passion in serving.