**CURRICULUM VITAE**

**ELIZABETH**

**EMAIL:** Elizabeth-394924@2freemail.com

**POSITION APPLIED: WAITRESS**

**PERSONAL PROFILE**

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| **PERSONAL PROFILE** |  |
| Date of Birth | : | 07 Oct 1989 |
| Civil Status | : | Single |
| Gender | : | Female |
| Visa Status | : | Visit |
| Nationality | : | Nigerian |
| Language | : | English |

**CAREER OBJECTIVE**

To be an active staff of a hotel/organization where my gained experience can be fully utilized by maintaining thorough performance in all assigned areas with the core aim of providing superior customer service by maintaining outstanding standards.

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| **PROFESSIONAL EXPERIENCE** |  |
| **Lagos, Nigeria** | **Oct 2015– July 2017** |
| **Position: Waitress** |  |
| **Job Responsibilities:** |  |

Greeting customers coming to the hotel in a pleasant manner. Responsible for receiving, greeting and seating of guests. Responsible for taking guest order for food and beverage and serving them.

Stock service areas with supplies such as coffee, food, tableware, and linens.

Rearranging of the guest table when required.

Attentive to guest needs when ordered or required.

Presenting the guest bill, when asked by the guest.

Seeing off the guest and telling them to visit again

**Lagos, Nigeria**

**Position: Waitress Job Responsibilities:**

**Jan 2013 - Aug 2015**

Greet and escort customers to their tables and Present menu and provide detailed information.

Prepare tables by setting up linens, silverware and glasses Inform customers about the day’s specials

Up-sell additional products when appropriate

Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization

Check customers’ IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages

Communicate order details to the Kitchen Staff

Serve food and drink orders



Check dishes and kitchenware for cleanliness and presentation and report any problems



Arrange table settings and maintain a tidy dining area Deliver checks and collect bill payments



Carry dirty plates, glasses and silverware to kitchen for cleaning

**EDUCATIONAL QUALIFICATION**

B.Sc in Accounting



National Diploma



**SKILLS AND STRENGTHS**

Good interpersonal and communication skills



Confident and self motivated



Team player, Trustworthy and respectful



Be able to prioritize duties



Maintain excellent time keeping and attendance



Honest, reliable, trustworthy and respectable



Ability to work for long hours under pressure



**REFERENCE:**

Can be provide on request

**DECLARATION**

I declare that the information provided above is true and correct to the best of my knowledge.

**ELIZABETH**