

CURRICULUM VITAE

IFEOMA ELIZABETH EZIOLISE

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POSITION APPLIED: WAITRESS

PERSONAL PROFILE

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Date of Birth : 07 Oct 1989
Civil Status : Single
Gender : Female
Visa Status : Visit
Passport No. : A08567108
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.

PROFESSIONAL EXPERIENCE

Elite hotel, 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

Eko Hotels and suits, Lagos, Nigeria

Jan 2013 - Aug 2015

Position: Waitress

Job Responsibilities:

- ⊕ 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.

IFEOMA ELIZABETH EZIOLISE