**CURRICULUM VITAE**

FRANCIS

Dubai, UAE.

Email ID: [francis-394975@2freemail.com](mailto:francis-394975@2freemail.com)

**Visa Status: On Visit (Upto 31-oct-2019)**

**Post apply for any suitable job.**

**Career Summary:**

Having Thirteen years’ experienceas a waiterto be work in a position as a meaningful and challenging, that enables me to develop myself as a professionally. To obtain a suitable position in an esteemed organization, where I can utilize my qualification and experience to carry out my duties efficiently and develop a successful carrier.

**Academicqualification:**

**Course:**Diploma in Craftsmanship course in Food production and Patisseries.

**Institute:**Institute of Hotel Management Catering Technology and applied Nutrition's, Goa, India.

**Course Duration:**2004- 2006.

**Work experience:**

Company : in Goa, India. (January 2012 to June 2019)

Designation : Captain.

Company: Restaurant in Dubai, UAE. (March 2010 to November 2011)

Designation : Waiter.

Company : Resort in Goa, India(May 2008 to Dec 2008).

Designation : Waiter.

Company : Beach Resort in Goa, India. (Nov 2005 to Feb 2007.)

Designation : Industrial Trainee.

**Job responsibility:**

* Greet and escort customers to their tables.
* Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies).
* Prepare tables by setting up linens, silverware and glasses.
* Inform customers about the day’s specials.
* Offer menu recommendations upon request.
* 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.
* Carry dirty plates, glasses and silverware to kitchen for cleaning.
* Follow all relevant health department regulations.
* Provide excellent customer service to guests.

**Computer skills:**

* Diploma in computer Application (Microsoft office Word, excel &Outlook)

**Key skills:**

* Attentiveness and patience for customers.
* Excellent presentation skills.

**Personal details:**

Date of Birth: 12th Oct 1986.

Nationality : Indian

Marital Status : Single.

Languages known : English, Hindi, Konkani and Marathi.

**Declaration:**

I, hereby solemnly declare that all the above information is true to the best of my knowledge and believe.