**CURRICULUM VITAE**

Date of birth: 12/01/1989

Nationality: Cameroonian

Position applying for**: Waitress**

***Intro***

**I have an excellent interpersonal skills, confident and friendly manner, smart with good communication and organizational skills.**

**Competence**

* Ability to work in fast paced environments.
* Love to meet different people
* In depth knowledge of customer services.
* Resourceful team player and attentive at duty.
* Excellent Communication skills.
* Always willing to learn and adapt very fast.
* Self motivated and ability to excel with minimum supervision.

**WORKING EXPERIENCE**

\*December 2009 – December 2012 - Worked in RESTAURANT LA BALEINE Cameroon as a waitress.

\*January 2013 – May 2015 - Worked in HOTEL LA COTE Cameroon as a waitress.

**DUTIES AND RESPONSIBILITIES**

* Welcoming customers
* Escort customers to their tables.
* Present menus to patrons and answer questions about menu items, making recommendations upon request.
* Inform customers of daily specials
* Write customers’ food or beverages orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
* Prepare tables for meals, including setting up items such as linens, silverware, Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.
* Clean tables and/or counters after customers have finished dining.
* Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
* Stock service areas with supplies such as coffee, food, tableware, and linens.
* Garnish and decorate dishes in preparation for serving.
* Fill salt, pepper, sugar, cream, condiment, and napkin containers.
* Thank customers for coming

**EDUCATIONAL QUALIFICATIONS**

* General Certificate of Education Examination(Advanced level) June 2009

General Certificate of Education Examination (Ordinary level) June 2007

**OTHER QUALIFICATIONS AND TRAINING**

* Short course of hotel management
* Internet.
* Customer Service Training

**LANGUAGE PROFICIENCY**

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| **LANGUAGE** | **Speaking** | **Reading** | **Writing** |
| **ENGLISH** | Excellent | Excellent | Excellent |
| **FRENCH** | Excellent | Excellent | Good |

**HOBBIES**

* Traveling and meeting different people.
* Reading journals
* Watching movie

**First Name of Application CV No :** **476016**

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