Nationality : Nigeria

Marital status : Single

Date of Birth : 06/04/1986

**Job Objective:**

**Seeking a challenging position as waitress where my capabilities may be utilized, developed, and enhanced and to be a part of the company’s growth and success with the contribution of my knowledge and other skills as a customer care service, Product Knowledge, Quality Focus, and Problem Solving.**

**WORK EXPERINCE**

**Silver Lining Limited 2011- 2014**

**Nigeria**

**Designation: Waitress**

**Responsibilities in brief:**

* Providing hospitality to guests such as welcoming guests, answering questions, describing dishes. .
* Clearing the table at the end of the meal.
* Providing services to restaurant patrons.
* Collect payments and bills of the customers.
* Promote new menu additions and remind guests about specialties of the day.
* Preparing final garnishing for dishes
* Make corrections in case of wrong order supplies. Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Collect payments from customers.
* Greet and seat guests with a friendly smile before serving
* Knowledgeable about the various soft drinks and wines, as well as the appetizers on the menu
* Takes and delivers food orders.

**Ziva Event Limited Nigeria 2007– 2009**

**A company of 500 staff Specialize in event and occasions**

**Nigeria**

**Position Held: Customer Care Service**

**Role:**

* Development, production and delivery of projects from proposal right up to delivery.
* Delivering events on time, within budget, that meet (and hopefully exceed) expectations.

Setting, communicating and maintaining timelines and priorities on every project

* Communicating, maintaining and developing client relationships
* Managing supplier relationships
* Managing operational and administrative functions to ensure specific projects are delivered efficiently
* Providing leadership, motivation, direction and support to my team
* Travelling to site inspections and project managing events
* Being responsible for all project budgets from start to finish.
* Ensuring excellent customer service and quality

**EDUCATION/QUALIFICATION**

**Telepoint Communication Diploma**

[Telemarketing diploma Houston Texas USA.2013]

[Certified Customer Service, Customer Care training, certified telemarketing]

**Itolo Girls Senior Secondary School**

[Senior Secondary School Certificate 2004, SSCE]

[West African Senior School Certificate Examination 2007, WASSCE]

**TRAINING**

Telepoint Communication Ltd

Customer care training

Telesales Professional

**SKILLS**

Service Orientation

Interpersonal skills

Communication skills

Customer Service

Marketing Skills

Proficient in word, excel operating the system

**First Name of Application CV No:** **581046**

Whatsapp Mobile: +971504753686

