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**240441@gulfjobseekers.com**

**CAREER OBJECTIVE ………………………………………………………………………………………………………………….**

To achieve satisfaction at work as an excellent team member, contributing my wealth of experience and professional capabilities to enhance the achievability of the organizational goals and objectives of any establishment I find myself.

**WORK EXPERIENCE**

**………………………………………………………………………………………………………………………………………………..**

**Service crew/ Cashier at PH7 Catering Services affiliated with Ultimate HR solutions Dubai- Aug. 2014-June 2015**

**Perform the following duties under the company at AL Safa Boys School Canteen Dubai:**

* Providing sales and cashier services to staffs and students in a well coordinated manner
* Handling of Point of Sales (POS) for effective calculations of incomes and expenditures
* Taking customers orders and fast forwarding the process.
* Providing relevant explanations about the operations of the school canteen to the staffs of Dubai municipality and Dubai ministry of Education.

 **Customer care representative at Sweet mother Hotel, Abuja Nigeria NOV2013 – JUNE 2014**

**Duties performed:**

* Greeting and welcoming of visitors with lovely smiles
* Helping with visitors luggage’s and helping keep their valuables safe and secured
* Prompt attendance to customers enquiries
* Getting customers feedback about the services rendered and advising management on how to improve quality of services rendered
* Ensuring all the necessary facilities are made available to the guest
* Politely handling customers complaints and providing rapid solutions to them

**Waiter at Harmony Restaurant, Abuja Nigeria SEPT 2012 – OCT 2013**

**Duties performed:**

* Cleaning and arranging the cafeteria to provide clean environment for customers
* Welcoming of customers with a smile and polite attitude
* Taking of customers order and delivering them without delay
* Politely issuing the bills clearing and cleaning the tables
* Giving accurate account of daily sales to the sales manager

**SPECIAL SKILLS/ STRENGHT AND COMPETENCIES**

**………………………………………………………………………………………………………………………………………………..**

* Vast in the use of various computer applications and ability to effectively use the Point of sales (POS) to effectively compute sales and expenditure figures.
* Ability to work under pressure with little or no supervision
* Readiness to learn fast and ability to adjust to corrections effectively
* Capabilities to calm down tension and provide rapid solutions
* Passionate about helping to achieve organizational goals and objectives

**EDUCATION ……………………………………………………………………………………………………………………………………………..…**

* Federal University of Technology, Akure, Ondo State Nigeria 2007-2012

*B. Tech Project Management Technology (Second Class Upper Division)*

* Erin Ayonigba High School, Erijiyan Ekiti, Ekiti State Nigeria 1999 -2005

*Senior Secondary School Certificate*

* A. U. D. Primary School, Erijiyan Ekiti, Ekiti State Nigeria 1993-1999

 *Primary School Leaving Certificate*

**PROFESSIONAL EXAMS AND CERTIFICATIONS**

**………………………………………………………………………………………………………………………………………………..**

Basic Food Hygiene Certificate by PH7 Catering Services LLC, Dubai 2014

Person in Charge Level 2 Certificate by Highfield Awarding body for compliance, Dubai 2014

Graduate Member, Nigeria Institute of Management (NIM) 2014

Proficiency Certificate in Management by Nigeria Institute of Management (NIM) 2014

Certified Project Manager by International Project Management Professionals (IPMP) 2013