**CURRICULUM VITAE**

**BIO DATA**

Name                        :               Nadia
Gender                      :                 Female Nationality : UgandanDate of birth             :            5 may1992
Marital status            :           MarriedEmail : **nadia.369726@2freemail.com**

**CAREER OBJECTIVES** To promote my integrity acquire personal growth in terms of knowledge and skills and to hold a position of responsibility with opportunities of career advancement in hospitality industry.

**PROFILE**

Proactive self-motivated and paced, am an enthusiastic. I like and support change in any way it comes. I believe in competitiveness and transparency. Consultation in decision making is my key aspects and is ever willing to work on both personal and group environment with all kind of super vision available.

PROFFESSIONAL EXPERIENCE:

Waitress: June 2011 -2013 Nandos Restaurant Uganda

Responsibilities;

* Welcoming guest and greeting them upon their arrival.
* Introducing menu to guests and responding to questions concerning menu items and recommendation.
* Explaining to guests how different dishes are prepared and various ingredients.
* Assisting manager to prepare menu cards and price lists.

* Coordinating kitchen pass and making sure food orders are delivered in time.
* Identifying and implementing a successful marketing plan
* Monitoring all side work is done on daily basis

Waitress: July 2014 to 2016; Hotel Africana Responsibilities:

* Welcoming guests and updates them with promotions and offers.
* Introducing the menu to the guests (showing them the varieties)
* Demonstrating impeccable product knowledge
* Suggestive selling to all guests
* Answering questions accurately and politely
* Advising guests on how their steak should be grilled.
* Making sure guests are above 21 years of age for alcohol
* Demonstrating responsible alcohol service
* Providing necessary information on food and matching wines.
* Satisfying all needs of guest – double checking with guests
* Entertaining guests so they will always return
* Maintaining a well groomed appearance at all times
* Demonstrating a high level of organization, attention to detail
* Involving the guests on the activities our shop does to make their birthday and other celebrations unique.
* Handling cash and other forms of payment
* Performing correct opening and closing duties

 **Education background**

* 2014- 2015: Diploma in Tourism: YMCA Comprehensive Institute
* 2011-2012: (UACE) Uganda Advanced Certificate of Education: Old Kampala Secondary school.
* 2007-2010: (U.C.E) Uganda Certificate of Education: Hawa secondary school

**PERSONAL PLANS**

* Ability to be trainable and undertake professional courses to improve in my field.
* To enhance my ability to deliver on the job through developing trust, confidence and capacity.
* To uphold my moral values &professional qualities as necessary
* To avoid duplication of skills by being creative

**COMMUNICATION CAPABILITIES**

Language written spoken

English very good excellent

Arabic Poor Fair

Referees are available upon request