**CURRICULUM VITAE**



**ANTHONIA**

**E-mail:** **anthonia.380829@2freemail.com**

**Dubai UAE**

**WAITRESS**

**OBJECTIVES:**

 I am an outgoing and enthusiastic person who enjoys working in the food and drink sector. I feel that I have excellent communication skills and enjoy working with different people each day. I pride myself on providing the best customer service that I can and I like to make sure that my customers come back because of the experience they have had.

**PERSONAL EXPERIENCE:**

* Position: Waitress
* Company: Madimba Lodge Lagos, Nigeria
* Duration: 2-years

**DUTIES &RESPONSIBITIES:**

* Explain various dishes on the menu to patrons and make recommendations
* Take orders and relayed the same to kitchen staff
* Ensure simultaneous preparation of all orders for a single table and serve in professional manner
* Inform patrons of each day specials
* Describe meal constituents and cooking methods to patrons
* Take dishes and glasses away from tables and counters
* Prepare list of overall meal costs along with sales taxes
* Stock service areas with supplies such as coffee, food, tableware, and linens
* Calculate meal costs and add taxes for final bill calculation
* Receive debit/credit card and cash payments

**SPECIAL SKILLS:**

* Welcoming guest
* Demonstrating menu knowledge
* Answering questions
* Up selling specialty items
* Describing dishes
* Taking orders(beverages and food)
* Handling complaints
* Ensuring guest satisfaction
* Ability to work under pressure
* A warm and approachable person
* Good interpersonal skills
* Ability to work effectively in a team

**PERSONAL DETAILS:**

* + Gender : Female
	+ Marital status : Single
	+ Date of birth : 09-06-1985
	+ Nationality : Nigeria
	+ Visa status : Tourist Visa ( Long Term)
	+ Language : English

**EDUCATION:**

* Bsc ( Marketing )

**DECLARATION:**

I certify that the above information is true and correct to the best of my knowledge and ability. If given the chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superior