**
anna**Visa status: Visit visa

Nationality: GHANAIAN

Email: anna.382125@2freemail.com
**POST: WAITRESS/cashier**

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| **career objective** |

 **I am a dedicated waitress who is an avid multi-tasker when it comes to overseeing daily hotel and restaurant operations in frequently busy settings. Adept at quickly assessing customer needs and ensuring sufficient to maintain optimal guest services levels. Especially skilled at timely conflicts resolution strategies. I am looking for an opportunity to be part of an exciting and over expanding business.**

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| CARRER HISTORY |

> **Worked as a waitress at GLODEN GIFT RESTAURANT GHANA.
 Dates from 2015 to 2017 {2years}**

**>Worked as a waitress/cashier at Laba Dubai Baniyas Square**

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| **DUTIES** |

 **> Greeting customers as they arrive and showing them to their table.
 > Giving out menus and taking orders for food and drink.
 > Serving food and drinks.
 > Deling with bill payments.
 > Making sure tables are clean and tidy.**

**>Take cash payment in exchange of services rendered.**

**>Operate cash machines and calculate customers’ bills.**

**>Print orders made by the customer to the kitchen.**

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| **PROFESSIONAL COMPETENCIES EXPERIENCE** |

 **> Superior communication skills
 > Self-control and good work ethics
 > Patience and the ability to relate
 > Caring and compassionate.
 > Attentiveness and the ability to read customers
 > Multitasking
 > Food safety knowledge
 > Cash handling**

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| **SELF ASSESSMENTS** |

**>Smart, well – groomed and confident. Having a professional attitude. Possessing a friendly, approachable personality. Smart and presentable appearance. Willing to work shifts, Morning and nights etc.**

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| **LANGUAGE PROFICIENCY** |

**> Writing and speaking skills in communication in English**

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| **COMPUTER SKILLS** |

 **> Well runner of Microsoft office {M S Word and Excel}.
> Having the basic knowledge of internet surfing.**

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| **ACADEMIC QUALIFICATION** |

**.> 2008 to 2012 degree in accounting from University College of Management studies (UCOMS) Accra Ghana**

**> 2002 to 2007 WASSCE certificate in business accounting from St. Augustine Senior high school Bogoso Ghana.**

**> 2001 to 2004 BECE certificate from Quayson School Complex Tarkwa Ghana**

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| CAREER STATEMENT |

 **I feel that my greatest strengths are firstly my willingness to take responsibilities for all the customer service duties within my jurisdiction. Secondly my ability to understand any member of the public needs, and thirdly my positive attitude to dealing with any problem that I may come across’**

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| **INTEREST AND HOBBIES** |

**I am as well the team leader, a confident person who thrives in speaking in public. I like to participate in communal labor and mostly likes to visit the orphanage home. I like listen to Music.

Reference
Would be provided upon request**