**CURRICULUM VITAE**

**NAOMI**

**EMAIL:** Naomi.382478@2freemail.com

**Address: Sharjah, U.A.E**

**WAITRESS**

**OBJECTIVES:**

Highly professional and efficient waitress with huge knowledge of dining room standards and food placement based on its category, exceptional ability to providing customer service that meets and surpasses corporate standards, and to providing a pleasant and satisfactory experience for guests.

**PERSONAL DETAILS:**

* Gender : Female
* Nationality : Kenyan
* Marital Status : single
* Date of birth : 14th Mar, 1991
* Visa Status : Cancel Visa
* Language : English & Arabic

**PERSONAL EXPERIENCE:**

* 10 Months working experience as a **Waitress** at **Pure Punjab** in Dubai
* 02 year’s working experience as a **Cleaner** at **Al Twar** in Dubai

**DUTIES &RESPONSIBITIES:**

* Welcoming customers into the restaurant
* Taking orders for food and beverages from customers
* Laying tables and reclining area for customer’s satisfaction
* Assisting Chefs in preparing Menus
* Handing Cash paid by the customers
* Attending to customers over the phone orders
* Working hard for restaurant runs smoothly
* Assisting other staffs when needed
* And handling other roles as may be demanded of me by my superior

**SPECIAL SKILLS:**

* Ability to work under pressure
* A warm and approachable person
* Good interpersonal skills
* Ability to work effectively in a team
* Discretion and understanding the need for confidentiality
* Excellent command over English
* Keep honest and clean records
* Good manner of approach towards people
* Patient with people of all character
* Self-motivated, enthusiastic and result oriented
* Physically fit and quick to learn and adapt.

**EDUCATION:**

* Secondary School Certificate
* High school Certificate
* Diploma

**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.