

​**PERSONAL INFORMATION**

Name : Aminat

Email : aminat.382490@2freemail.com

Date of Birth : May 3rd,1993

Gender : Female

Marital Status : Single

Nationality : Nigerian

Language known : English

Visa Status : Visit Visa

**CAREER OBJECTIVES**

An energetic and enthusiastic food service professional with proven experience in a fast-paced hospitality environment. Skills and strengths include:

**WORKING EXPERIENCES**

**Eko Hotel​,Lagos, Nigeria**

**Job Position: Waiter**

**Job Description**

**Jan 2016 – Jul 2017**

* *responsible for serving X customers on average per shift*
* *welcome and seat guests*
* *present and discuss menus*
* *answer questions and provide suggestions on food and beverage options*
* *take orders and enter into a POS system*
* *serve food and beverages including speciality dishes*
* *deal promptly with requests and complaints*
* *perform running side work throughout shift*
* *prepare final bill and process payments*
* *clean and set tables*

**D’Rovans Hotel,**

**Lagos, Nigeria**

**Position: waiter**

**Job Description**

**June 2014 – Dec 2015**

* + *Escorts customers to their tables and ensures they are settled comfortably; offers coffee and other drinks*
	+ *Presents the menu to customers, answers queries about it, and makes suggestions if necessary*
	+ *Explains the preparation and cooking methods as well as ingredients of various menu items*
	+ *Takes orders from customers for food and beverages, writes down or memorize the orders; and enters information into the computer for transmittal to the kitchen*
	+ *Serves food and beverages promptly*
	+ *Ensures that customers are enjoying their meals or that they do not have any problem with their food*
	+ *Collects the customers’ payments and prepares bills with itemized costs and appropriate taxes*
	+ *Prepares and tidies up the tables or counters; makes sure there are enough salt, sugar, pepper, cream, other condiments and napkins in every table or counter.*
	+ *Decorates dishes prior to serving*
	+ *Stays alert for customer’s requests and be prompt to address them*
	+ *Performs other tasks assigned by supervisor or manager from time to time.*
* *AND I ALSO HAVE****​****​ GOT ONE YEAR EXPERIENCE IN* ***HOUSEKEEPING*** *IN* **OMAN****JULY 2017-MAY 2018,​**SO I CAN ALSO WORK AS A​**CLEANER​**TOO​***.***

**EDUCATIONAL QUALIFICATION**

* Completed Secondary School Certificate (O Level)

**SKILLS AND COMPETENCIES**

* **customer service orientation**
* **organization and planning skills**
* **accuracy and attention to detail**
* **persuasive skills**
* **team member**
* **stress tolerance**

**REFERENCE**

Available upon request