**Curriculum Vitae**



**FATOKI**

**Email:** **fatoki.382492@2freemail.com**

**Personal Information**

**Civil Status : Single**

**Gender : Male**

**Visa Status : Long Term Visa**

**Nationality : Nigerian**

**Language : English**

**Position : WAITER**

**Career Objective**

**Seeking a challenging position in an organization, where I can utilize my experience carrying out assigned duties effectively and efficiently and add value to the current services offered to customers.**

**Working Experience**

**COMPANY : KING BURGER & CAFE - LAGOS, NIGERIA**

**POSITION : SERVICE CREW**

**DURATION : Mar 2013 - Feb 2016**

**DUTIES AND RESPONSIBITIES**

**Greet customers and seat them according to their preferences
• Offer welcome drinks and beverages
• Fill water glasses and refill beverages
• Offer appetizers and alcoholic drinks
• Take orders and provide information about menu items**

**• Suggest menu items when requested by the customer
• Relay patrons’ orders to the kitchen
• Ensure that the order is prepared according to the menu
• Ensure order quality and quantity prior to serving
• Serve meals and side dishes
• Deliver food carts to designated areas
• Ensure that continued service is managed during the course of the meal
• Keep a constant eye on the table to gauge needs and fulfill them immediately**

**COMPANY : LORDs HOTEL & SUITS – LAGOS, NIGERIA**

**POSITION : WAITER**

**DURATION : Aug 2016 - Jan 2018**

**DUTIES AND RESPONSIBITIES**

**• Greet customers and help them by finding tables that are to their liking
• Clean and maintain order trolleys and pedestal tables
• Clean and polish cutleries and handle filling of sugar pots, mustard jars and toothpick holders**

**Strengths**

* **Good interpersonal and communication skills**
* **Confident and Self motivated**
* **Strong team player**
* **Able to multitask and prioritize duties based on need and requirement**
* **Flexible and adapt to different working environment quickly.**

**Educational Background**

* **West African Senior School Certificate ( WASSCE )**
* **ORDINARY NATIONAL DIPLOMA ( O.N.D )**
* **HIGHER NATIONAL DIPLOMA ( H.N.D )**
* **NATIONAL YOUTH SERVICE CORP (N.Y.S.C )**

**Key Skills and Competence**

 **Expertise in surveillance**

 **Friendly and helpful**

 **Excellent human relation**

 **Strong and communication skills**

 **Smart and well groomed**

 **Product advertising**

 **Attention to details**

**Computer Skill**

Typist, Excel and Microsoft word

**Reference**

**Available upon request**