**Curriculum vitae**

**PERSONAL DETAILS**: cc

**Name : JOSELYNE
E-mail :** **joselyne.383790@2freemail.com**

**NATIONALITY :** Ugandan

**MARITAL STATUS :** Single

**LANGUAGES :** English

**Visa status :** Visit Visa

**Date of Birth** : 20/12/1988

**POSITION: WAITRESS**

**CAREER OBJECTIVE**

Seeking the position of waitress with an organization where ability to respond effectively to customers’ needs will be fully utilized.

To secure employment in a professionally run and reputable organization and be a team player in the attainment of its goals and objectives as well as being of service to others while enhancing my personal growth and development.

**PERSONAL PROFILE**

I am a very hardworking, self-motivated and very flexible individual who enjoys working as a team and handling challenging tasks because they present me with the ability to learn more hence adding to my knowledge and skills. I am results-oriented and I love getting to learn new experiences, meeting new people and sharing ideas.

**EDUCATIONAL QUALIFICATIONS**

* High School Uganda

**WORK EXPERIENCE**

**COMPANY: SHERATON HOTEL KAMPALA UGANDA**

**POSITION: WAITRESS**

**DURATION: 2 years**

**DUTIES AND ARESPONSIBILITY**

* Welcomes and greets customers with a warm smile
* Offer menus and provide suggestions when requested
* Take orders and convey them to the kitchen in an accurate manner
* Deliver orders and ask for feedback during and after meals
* Receive cash and credit/debit card payments
* Ensure accuracy before delivering the orders to the customers
* Remove dishes and ensure that tables are organized appropriately
* Greet guests and accompany them to their tables
* Respond to any questions regarding menu items
* Serve food and beverages
* Take necessary action to resolve any complains
* Prepare and serve specialty dishes at the table
* Inform patrons of each day specials
* Describe meal constituents and cooking methods to patrons
* Prepare list of overall meals costs along with sales taxes
* Stock services areas with supplies; coffee, food, tableware, and linens
* Provide excellent customer service
* Process transactions quickly and accurately
* Advise customers
* Provide customers with information on daily deals and discounts
* Ensure that any price changes put on items immediately
* And all other duties assigned to me by my manager.

**LANGUAGES**

* English Spoken-Fluent Written-Very good

DECLARATION

I, **JOSELYNE** declare that the information presented above is strictly binding on to me.