**CURRICULUM VITAE**

*** (WAITRESS POSITION)***

**PERSONAL DETAILS**

 **Name** : Florence

**Marital status** : single

**Nationality**  : kenyan **Age** : 31

**Visa type** : visit visa(3 months) **E-mail** : *Florence.385954@2freemail.com*

**CAREER OBJECTIVE**

I am a well-organized and well-presented individual looking forward to join a dynamic, growing and successful company with the aim of performing my duties to the best of my ability and knowledge.

**WORK EXPERIENCE**

**RIVER SIDE RESTARAUNT**

**Position: Waitress**

**January 2016 – January 2018 (2years)**

Responsibilities;

* *Welcoming guests*
* *Check to ensure customers are enjoying their meals.*
* *Cleaning tables and areas after clients have left.*
* *Assist customers in making decisions regarding suitable purchases based on their likes.*
* *Assist the supervisor in preparing work schedules.*
* *Participate in bi-weekly staff training*.

**SAHARA WEST HOTEL**

**Position: Waitress**

 **April 2013-December 2015 (2years)**

 **Responsibilities;**

* ***Greet customers as they arrive***
* ***Giving and explaining menus to guests.***
* ***Taking order.***
* ***Serving food and drinks.***
* ***Serving drinks to guests***
* ***Receiving payments***
* ***Welcoming guests in a professional way***
* ***Greeting passerby’s to attract them in our restaurant***

**EDUCATION BACKGROUND**

**2008-2010 Thika institute of E.C.D.E (2 years)**

2002-2005 Certificate of Secondary Education (4 years)

**1997-2004** Certificate of Primary Education (8 years)

**PERSONAL STRENGTH**

* Excellent in oral and written English
* Good communication skills.
* Good customer care services
* Ability to multitask

**REFERENCE:** Available upon request