**CURRICULUM VITAE**



**FRANK**

Frank-391870@2freemail.com

**POSITION DESIRED : WAITER**

**CAREER OBJECTIVE**

Seeking for a challenging position in an organization, where I can contribute to for the growth and success of the company by carrying out assigned duties responsibly, effectively and efficiently and add values to the current services offered to clients.

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| **PERSONAL INFORMATION** |  |  |
| Date of Birth | : | Jan 15th 1993 |
| Civil Status | : | Single |
| Gender | : | Male |
| Visa Status | : | Visit Visa |
| Nationality | : | Nigerian |
| Language | : | English |
|  |  |  |

**PROFESSIONAL EXPERIENCE**

**Submit Hotel, Lagos, Nigeria** **Aug 2016 – Nov 201 8**

**Position: WAITER**

**Job Responsibilities:**

* Warmly welcome and escort customers to their tables and ensure they are settled comfortably.
* Presents the menu to customers, answers queries about it, and makes necessary suggestions
* Explain the preparation and cooking methods as well as ingredients of various menu items if enquired by customers
* Take orders from customers for food and beverages, write down or memorize the orders
* Serve food and beverages promptly
* Ensure that customers are enjoying their meals or that they do not have any problem with their food

**James Restaurant, Port Harcourt, Nigeria** **MAR 2014 – Jun 2016**

**Position: Waiter**

**Job Responsibilities:**

* Greet customers/guests entering the hotel.
* Present menus to guests and answer questions about menu items, making recommendations upon request.
* Take orders from clients for consumables.
* Inform customers of daily specials.
* Satisfactorily answer clients queries regarding services offered.



* Write food orders on order slips and transmit to kitchen staff.
* Check with customers to ensure that they are enjoying their meals and take appropriate action to correct any problems.
* Accept payments from customers.

**EDUCATIONAL QUALIFICATION**

* B.Sc in Mechanical Engineering
* N.Y.S.C Certificate
* SSCE Certificate

**SKILLS AND COMPETENCIES**

* Superb interpersonal skills and exceptional ability towards greater customer satisfaction
* Excellent communication skills
* Computer literacy
* Ability to work under pressure
* Able to work as part of a team or independently with little or no supervision
* Flexible and can be able to work in a multicultural environment

**HOBBIES:**

* Reading, Singing

**REFERENCE:**

Can be provide on request

**DECLARATION**

I declare that the information provided above is true and correct to the best of my knowledge.

FRANK

