***CURRICULUM VITAE***

**AKEEM**

Email : akeem-393899@2freemail.com

Visa Status : Tourist Visa 3 Months

Nationality : Nigerian

Language : English.

Sex : male

Date of Birth : 26/08/1993

Maritial Status: Single

Deira, Dubai - U.A.E

**APPLIED FOR Office Boy**

**OBJECTIVE**

I Wish to attain suitable position in an esteemed organization and wish to use all my administrative abilities and desirous to make my career by enhancing my quality of work as demand to achieve the desired result.

**SKILLS**

* Customer service skills.
* Good presentation and excellent personal organization.
* Excellent team work player.
* Pride in achieving individual targets.
* Flexible and punctual

**WORK EXPERIENCE**

**2 years**

**Lagos - Nigeria**

POSITION : **WAITER & HOUSEKEEPING**

**2 years**

**Lagos - Nigeria**

POSITION : **WAITER**

**EDUCATION QUALIFICATION**

* **Secondary School Certificate**

**DUTIES & RESPONSIBILITIES**

• Carry supplies to work area
• Load cans on to conveyor belts and remove scrap
• Clean and maintain work areas
• Assist with loading and unloading merchandise on trucks

**RELATED RESPONSIBILITIES PERFORMED**

* Working as a Sales coordinator.
* Wherein the job profile is to focus on sales target and to give special customer care to build up repeat business in Russian Federation and CIS region.
* Strategizing new ideas according to the sales and market needs and to enhance the business and fulfilling new partner’s desires.
* Taking customer feedback in relation to the services given and following up. Merchandising the counters and the products for presentable look.
* Responsible for receiving stocks and ordering them when and in what amount required.
* Point of Stock controlling, verification of difference and ordering the stock needed in the outlet.
* Stock taking fore inventory control at the showroom and warehouse level and forwarding the inventory cut offs details to the H.O.

**DUTIES AND RESPONSIBILITIES**

* Greets guests and presents them with the menu.
* Informs guests about the special items for the day and menu changes if any.
* Suggest food and beverages to the guest and also try to upsell.
* Performing basic cleaning tasks as needed or directed by supervisor.
* Filling in for absent staff as needed
* Communicate to the guest and provide assistance with their queries.
* Server food and beverage to the guest as per the course of order. Observes guests and ensure their satisfaction with the food and service.

 **SUMMARY OF QUALFICATIONS**

* Negotiation skills.
* Complaint management.
* Coordination with associates & suppliers.
* Independent communication handling required for the organization.
* Good communication skills.
* Leadership qualities.
* Result oriented working.
* Working under pressure.
* Optimization of organizational goals.

**STRENGTH**

* Honest
* Self-Confident
* Hard Working