

MERI

*Tecom, Dubai UAE*

# CAREER OBJECTIVE:

To become part of a prominent organization that has a vision and potential for development, growth and expansion. At the same time maintain a high standard of performance and business ethics.

# PROFESSIONAL EXPERIENCE:

***Dubai, UAE***

Waitress/Barista April 2018 – Present

* *Set up for events by putting out tablecloths and place settings, arranging table placement and setting up a buffet*
* *Carrying plates of food on trays and serving guests*
* *Keep glasses filled; remove each round of plates and replenish utensils*
* *Perform cleaning tasks and breakdown of service*
* *Maintain high standards of safety and cleanliness*
* *Adhere to grooming and appearance standards*
* *Processes cash and credit card payments and returns change to customers if necessary*
* *Sets tables with dishes, glasses, and flatware and refills condiments*
* *Maintains familiarity with menu items, specials, and restaurant information*
* *Meets with managers and wait staff daily or regularly in order to learn about menu changes and specials as well as discuss upcoming reservations and customers with special needs*

# JONES THE GROCER – Dubai, UAE

Waitress 2014 – 2016

* *Cooperating with the host/hostess to seat patrons and assign wait staff to tables*
* *Supervises and coordinates activities of dining room personnel to serve food aboard ship: Assigns duties, work stations, and responsibilities to personnel and directs their performances.*
* *Inspects dining tables and work areas for cleanliness.*
* *Greets patrons and shows them to dining tables.*
* *Requisitions supplies, such as glassware, china, and silverware.*
* *Authorizes personnel to work overtime.*
* *May suggest entrees, dinner courses, and wines to guests.*
* *May serve wine.*
* *Training new staff in food service technique and restaurant procedures*
* *Providing excellent customer service to set a good example for staff*
* *Keeping staff content with excellent leadership and communication skills*
* *Work in close cooperation with the Kitchen and Stewarding as well as the Outlet Cashiers to ensure a smooth running operation*
* *Monitor duty schedules for the respective team*
* *Ensure the proper appearance and grooming of assigned employees*
* *Work towards the timely set up of the assigned Food & Beverage outlet, according to the meal settings and in line with the opening hours.*
* *Maintain a professional and friendly relationship with the outlet patrons to ensure their well-being*

***AMERICANA KUWAITI FOOD - KFC Jumeira Branch ,Dubai, UAE*** *Cashier / Waitress / Hostess*

2010 – 2014

* *Taking orders and requests from customers. responsible for replacing orders if requested by customers.*
* *Handling all the cash transaction. Receive payment by cash &, credit card etc.*
* *Checking daily cash accounts.*
* *Gathering a customers’ order in a tray, this includes the main meal, side dishes, drinks, condiments and utensils.*
* *Responsible for cash drawer and is liable for any losses.*
* *Treating the customers with the best customer service practices. entertaining a customer’s comments or complaints regarding the food and services. If there are complaints, responsible for bringing it up to the supervisor or the manager for better resolution.*
* *Responsible for performing roles assigned by the Supervisor or Store Manager such as doing inventory and performing some duties in work stations in the kitchen.*
* *Cleaning up assigned areas of the store during opening and closing time.*

***GROBEST CORPORATION*** *–* ***Malaysia*** *QA / QC*

2006-2007

* *Develop and determine all standards to perform inspection and tests on all procedures and oversee all testing methods and maintain high standards of quality for all processes.*
* *Review quality of all materials at site and ensure compliance to all project specifications and quality and collaborate with department for all material procurement and maintain quality of materials.*
* *Supervise effective implementation of all test and inspection schedule and ensure adherence to all procedures and coordinate with various teams to perform quality audits on processes.*

# EDUCATION:

***BAL KUMAIR*** *– NEPAL*

*College Graduate* ***PERSONAL DETAILS:***

Date of Birth : 2nd May 1985

Nationality : Nepali

Civil Status : Single

Sex : Female

Religion: Christian

Visa Status: Residence Visa (Employed)

# SKILLS:

* *Proven work experience as a waitress/head waitress*
* *Familiarity with food and beverages organization and optimization techniques.*
* *High degree of multi-tasking and time management capability.*
* *Excellent written and verbal communication skills*
* *Integrity and professionalism.*
* *Good team player.*
* *Quick leaner.*
* *Leadership capabilities*
* *Hardworking and can work under pressure*
* *Performs miscellaneous job related duties as assigned*
* *Great customer service skills and excellent knowledge of Microsoft office*
* *Hardworking and result oriented*
* *Can train and motivate junior staff,*
* *Ability to meet deadlines and can work under pressure with less supervision*
* *Highly self-motivated, ambitious and dedicated in providing high standards of service*
* *Competent at accepting credit card payments*
* *First hand experience with point of sale system and cash registers*
* *Exceptional verbal and written communication skills*
* *Dedicated and meticulous – high level of accurateness and attention to detail .*

# LANGUAGES SKILLS

English, Hindi/Urdu, Nepali

# CONTACT

*Email:* [*meri-398250@gulfjobseeker.com*](mailto:meri-398250@gulfjobseeker.com)

*I am available for an interview online through this Zoom Link* [*https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09*](https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09)