

CURRICULAM VITAE



ROSHITH MATHEW

Personal Data:

Father's Name: Mathew K.R
Date of Birth :18/12/1996
Age :27
Sex :Male
Nationality :Indian
Marital Status : Single

Address For Communication:

12C St – Al Karama – Dubai

Ph.no +971 568 587 826

e-mail:

mroshithm360@gmail.com

Reference :

Moncy Mohan
manager
Maa Hotels
Muthoor , Thiruvalla
Ph.no.+91-8075833684

CAREER ASPIRATION

On beat and flexible cashier who is highly energetic, outgoing and detail oriented, handles multiple responsibilities simultaneously while providing exceptional customer service, Driven and results-focused with expertise in restaurant roles.

SKILLS

- ☐ Strong customer service skills, including assessing customer needs, adhering to quality standards, evaluating customer satisfaction, and making the proper adjustments or corrections.
- ☐ Excellent active listening skills and ability to give my complete attention to patrons during busy times.
- ☐ Effective at multiple point of sale software systems.
- ☐ Solid background in organizing other wait staff and hosts, coordinating my responsibilities to ensure a smooth flow of service.

KEY EXPERIENCE

- **CASHIER & WAITER: Tamarind Terrace Restaurant** in Karama (Dubai)
From 25/03/2023 to18/12/2023
- **WAITER: Aramana Restaurant** in Thiruvalla from
December 2022 to March 2023
- Greet customers and hand out menus
- Take Food orders from customers and place order in the kitchen.
- Prepare the bill for table when requested. Cash up bills and ensure that the correct amount has been paid.
- **Cashier: Maa Hotels in Thiruvalla** (Kerala) from August 2018 to October 2022.
- Expertise in business administration, record keeping, planning, policies,scheduling, and related responsibilities to ensure productive operations.
- Open and close the registers, assisting in the training of 6 new cashiers, monitoring cash limits and ensuring quality customer service at all times.
- Operate POS cash register, handling 92 transactions on average daily, and count money in cash drawers to ensure the amount is correct
- Responsible for solving customer complaints and providing information regarding products
- Calculate total payments received during a time period, and reconcile this with total sales
- Take to go orders by phone and in person.

EDUCATIONAL CREDENTIALS

Educational Qualification

- **B.com** in Co. operative collage, Pathanamthitta under M.G.University in 2018.
- **Pluse two** in PSVPM Higher secondary school,Ayavon under Kerala Board in 2014.
- **SSLC** in ST. Georges highschool, Kizhvellor under Kerala Board in 2012

TECHNICAL PROFICIENCY

Technical Proficiency:

- Operating systems - Windows, Linux
- Windows Application - Extensive user of MS Word, MS Excel, Power Point.
- Restaurant Software's - Infinity Software, Pet Pooja Software.

PROFESSIONAL STRENGTHS

- Cash handling
- Customer service
- Cash payables
- Kitchen staff coordination
- Telephone reservations
- Accurate
- Efficient
- Work well in a team
- Organized

INTERPERSONAL SKILLS

- Verbal and written communication skills.
- Quick learner and open to learn new ideas.
- Good management and organizational skills.
- As a team worker, work under pressure and handle multiple tasks.
- Good motivator, enthusiastic

INTRESET AND HOBBIES

- Hearing music.
- Watching T V
- Drawing
- Editing

DECLARATION

I declare that all the above furnished information and particulars are true to the best of my knowledge and belief.

Place:

Date:

ROSHITH MATHEW