



CURRICULUM VITAE

POST APPLIED FOR: WAITRESS & CASHIER

SAYALI PRAKASH BHURE

CONTACT DETAILS:

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Dubai, U.A.E

PERSONAL INFORMATION

- Nationality : Indian
- Gender : Female
- Marital Status : Single
- Date of Birth : 30. Jan. 2001

LANGUAGE KNOWN:

- English
- Hindi

EDUCATIONAL BACKGROUND

- Metric
- Plus Two (12th Class)
- BS . HM Degree

PASSPORT DETAILS

- Passport No : C 5121713
- Date of issue : 13. Nov. 2024
- Date of expiry : 14. Nov. 2034
- Visa Status : Visit Visa

SKILLS

- Proven work experience as a Waitress & Cashier
- Hands-on experience with cash register and ordering information system (e.g. Revel POS or Toast POS)
- Basic math skills
- Attentiveness and patience for customers
- Excellent presentation skills
- Strong organizational and multitasking skills, with the ability to perform well in a fast-paced environment
- Active listening and effective communication skills
- Team spirit
- Flexibility to work in shifts

OBJECTIVE

A position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

WORK EXPERIENCE

- Company : **NEW BOMBAY BITES RESTAURANT** in Bur Dubai, Dubai UAE.
- Position : **CASHIER & WAITRESS**
- Duration : 9 Months.

Duties And Responsibilities:

CASHIER

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges

WAITRESS

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
- Check customers' IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages
- Communicate order details to the Kitchen Staff
- Serve food and drink orders
- Check dishes and kitchenware for cleanliness and presentation and report any problems
- Arrange table settings and maintain a tidy dining area
- Deliver checks and collect bill payments
- Carry dirty plates, glasses and silverware to kitchen for cleaning
- Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties)
- Follow all relevant health department regulations
- Provide excellent customer service to guests

- Company : **THE TERRACE RESTAURANT & BAR** in Mumbai IND.
- Position : **CAPTION**
- Duration : 1 Year.

- Company : **CORRA CAFE RESTAURANT** in Mumbai IND.
- Position : **SENIOR WAITRESS**
- Duration : 1 Year.

- Company : **CITIZEN HOTEL** in Mumbai IND.
- Position : **WAITRESS**
- Duration : 1 Year.

Declaration

The truthfulness of the details furnished above is assured to the best of my knowledge and belief

SAYALI PRAKASH BHURE