



CURRICULUM VITAE

CUSTOMER SERVICE

PERSONAL DETAILS

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- Date of Birth 20th November 2001
- Gender Female
- Nationality Kenyan
- Passport No AK1611467
- Languages Kiswahili, English

CAREER OBJECTIVES

To exploit my academic and professional skills and experience in leading company with a competitive working environment and help in ensuring that the firm's objectives are met without compromising quality as much I will gain more knowledge and exposure to present day technology.

GOALS AND ASPIRATION

To attain maximum knowledge, expertise and growth in my area of specification
To make substantial contribution to growth and development of the organization
To assume challenging and rewarding responsibilities

EDUCATION BACKGROUND

- ⇒ **2006-2016**= Lwanda Primary School Kenya Certificate of Primary Education
- ⇒ **2017-2021**= Ndiwa Girls Secondary School
Kenya Certificate of Secondary Education

INTEREST AND ACTIVITIES

- : Watching movies
- : Listening to music
- : Cooking
- : Swimming
- : singing

WORKING EXPERIENCE

Position : Cook /Waitress

Duties and Responsibilities

- ⇒ : Welcome and Seat Customers: Welcome guests, guide them to their seats and provide manual
- ⇒ : Take orders: Accurately take customer orders for food and drinks and communicate to the kitchen
- ⇒ : Serve food and drinks: Deliver food and beverages to tables, ensuring everything is well presented
- ⇒ : Ensure customer satisfaction: Check on customers throughout their meal to ensure they are satisfied
- ⇒ cleanliness: Keep the tables and the dining areas clean

STRENGTH

- ✓ : Customer service skills: A friendly welcoming attitude and the ability to handle customer concerns professionally.
- ✓ : Excellent communication: Ability to clearly interact with customers, ensuring accurate orders and smooth service.
- ✓ : Multitasking: Juggling multiple tasks like taking orders, serving food and handling payment all while staying organized.
- ✓ : Time management: Efficiently managing time to serve customers promptly especially during busy periods.

REFEREES. Upon request