

# TENJI SHERPA



## PERSONAL DETAILS

Address : Meena Bazaar, Bur Dubai, UAE  
E - mail : tenjis720@gmail.com  
Mobile +971 557293192  
Date Of Birth : 15/02/1994  
Marital Status : Single  
Visa Status : Visit Visa  
Country : Nepal

## CAREER OBJECTIVES

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Dedicated and hardworking professional with 4 years of experience working in the food and beverage field. Resourceful and enthusiastic with a strong passion for providing customer services. Possess the ability to work under pressure and handle issues professionally. Excellent interpersonal and team building skills.

## SKILLS

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- Communication skills
- Ability to work on team
- Work under pressure
- Willingness to learn
- Passion to food
- Basic organizational skills

## EDUCATIONAL BACKGROUND

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### Intermediate Level

Namuna Machhindra College,  
Lagankhel ,Nepal

### School Leaving Certificate

Little Angels' School  
Hattiban, Lalitpur

## TRAINING & CERTIFICATE

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### Call Centre Certificate

Rockford Information Technology Pvt Ltd  
Kathmandu, Nepal

### Website Designing Certificate

NIIT Institute  
Kathmandu, Nepal

## WORK HISTORY

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Food and Beverage Server/ Team Leader  
Aabira Imperial Events Pvt Ltd.  
KL Tower ,Chabahil, Kathmandu, Nepal  
Nov 2018 to Present

## Duties and Responsibilities

- Greeted guests warmly and seated. Explained menu, food and beverage preparation, and ingredients to safeguard against allergies.
- Deliver a high standard of services as per the company procedure.
- Checked on guests throughout meals to attend to needs and provide great service.
- Followed workplace safety procedures to reduce accidents.
- Resolved guest complaints to maintain complete customer satisfaction and workforce effectiveness.
- Inspected dishes and utensils for cleanliness.
- Received payment and handled it accurately.
- Work areas are cleaned and quickly re-set up tables.
- Prepared and cleaned glassware, silverware, and station.
- Answered customers' questions, recommended items, and recorded order information.
- Asked customers for feedback to ensure service provided by the restaurants