

CURRICULAM VITAE

MOHAMMAD SAIFUL ISLAM

Kingdom Of Bahrain

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PERSONAL SUMMARY

A polite, well-spoken and hardworking waiter with experience of working in a busy restaurant environment looking after the needs of patrons. Attentively at all times with a willing and helpful manner that is required to answer phone calls, taking reservations and prepare bills. Always approachable, cheerful and possessing good observation skills as well as the ability to work alone or as part of a team.

WORK EXPERIENCE:

Wok Station Restaurant W.L.L

Zinj, Manama, Bahrain.

Senior Waiter

1st December 2016 - Present

REFERENCE:

Mr. Luis

Restaurants Manager

Wok Station Bahrain

0097335083689

Responsible for looking after guests and attending to their needs during their visit. Welcoming them to the restaurant, escorting them to their table and also informing them of any special offers or meals.

Description:

- Providing a warm welcome for customers.
- Receive food & drink orders & serve customer requests to the standards required.
- Serving dishes to customers at tables.
- Learning the names of & building relationships with regular customers.
- Ensure timely delivery of all food & beverage items to customers.
- Understand menu content and keeping up to date with any menu changes.
- Making recommendations from the menu if requested.
- Answer guest queries in a polite and helpful manner.
- Clearing cutlery and dishes away from tables.
- Passing food orders through to the kitchen staff promptly.
- Full product knowledge of all menu items and hotel facilities and services.
- Check on customers asking if they are enjoying their meals and service.
- Relaying, preparing and setting tables for the next guests.

FOODS@HOME W.L.L

Arabic Cousins

Al Maqsha, Budaia, Bahrain.

Waiter

September 2016-November 2016

REFERENCE:

Mr. Hossain

Managing Director

Bahrain.

Description :

- Responsible to take orders and assist the cook to prepare food as per order of customers.
- Providing effective supervision of all food and beverage services.
- Responsible to prepare recipes and collect payments from the customers.
- Implementing an online marketing plan to promote restaurant's dishes to a wider range of people.

BOFE EATERY

Asian fusion Restaurant
Petaling Jaya, Selangor, Malaysia.
Waiter
December 2014-August 2016

REFERENCE:

Mr.Tony Fu
Managing Director
Malaysia.

Description:

- Greet customers and seat them according to their preferences
- Offer welcome drinks and beverages
- Take orders and provide information about menu items
- Suggest menu items when requested by the customer
- Ensure that the order is prepared according to the menu
- Ensure order quality and quantity prior to serving
- Serve meals and side dishes
- Ensure that continued service is managed during the course of the meal
- Accept payment in cash and credit card
- Clear table and clean table tops

NERO FICO

Italian restaurant
Kuala Lumpur, Malaysia.
Waiter
November 2013 to November 2014

Description:

- Provided customer services for up to eighty customers every day.
- Assisted customer in menu determinations.
- Served dishes at tables according to order.
- Recommended wines and other drinks to customers.
- Assisted the manager to clean and close the restaurants after the hours.
- Attended monthly staff meetings and training sessions.

KEY SKILLS AND STRENGTHS :

Professional work ethic.
Multi-tasking.
Excellent written and verbal communication skills.
Ability to work in a team.
Sales and marketing skills.
Customer service skills.
Good leadership abilities.
The motivation to learn new knowledge and skills.

ACADEMIC QUALIFICATIONS:**Higher Secondary School Certificate (H.S.C)**

Govt. Mujib College 2007 - 2009(Science)

Secondary School Certificate (S.S.C)

Oterhat High School 2005 - 2007(Science)

Certificate in Computer Application

Bangladesh technical board, Dhaka 2007(short course)

LANGUAGE PROFICIENCY:

English: Fluent (Speaking, Writing, Reading)

Malay: Basic working proficiency (Speaking, Writing, Reading)

Hindi: Basic proficiency (Speaking)

Bangla: Native Language

PERSONA DETAILS:

Name of Father : Mohammad Abdul Baten.

Date of Birth : 01/01/1991.

Gender : Male.

Nationality : Bangladeshi.

Marital Status : Unmarried.

CPR No. : 910169594.

Passport No. : BL 0007023.

Height : 5.7''

DECLARATION:

I hereby declared that the above written particulars are true and to the best of my knowledge and belief and correctly describe my qualifications and me.

Mohammad Saiful Islam