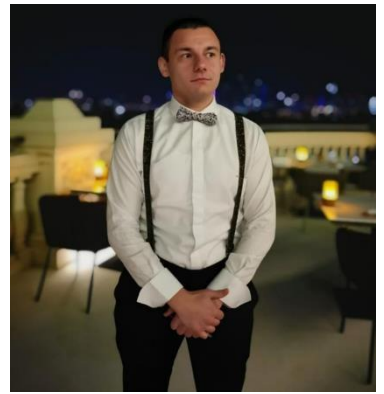


Curriculum Vitae

Name: Ognjen Milicevic
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Nationality: Bosnia and Hercegovina



WORK EXPERIENCE

Employment period: October 2019- May 2020

Name and address of the Company: Hazel and Viola Rooftop Lounge, Adliya Bahrain

Position: Waiter

Responsibilities:

- Providing excellent wait service to ensure satisfaction
- Taking customer orders and delivering food and beverages
- Making menu recommendations, answering questions and sharing additional information with restaurant patrons
- Greet and escort customers to their tables
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- 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

Employment period: 5th September 2016- September 2018

Name and address of the Company: Cove Beach (Restaurant and Beach Club) at Jumeira Beach Hotel

Position: Head Waiter **Responsibilities:**

Perform various financial activities, such as cash handling, bill settlements.

Purchase or requisition supplies and equipment needed to ensure quality and timely delivery of services.

Specify food portions and courses, production and time sequences, and workstation and equipment arrangements.

Estimate ingredients and supplies required to prepare a recipe.

Forecast staff, equipment, and supply requirements, based on a master menu.

Evaluate new products for usefulness and suitability.

Compile and balance cash receipts at the end of the day or shift.

Perform food preparation and serving duties, such as carving meat, preparing flambé dishes, or serving wine and liquor.

Conduct meetings and collaborate with other personnel for menu planning, serving arrangements, and related details.

Present bills and accept payments.

Greet and seat guests, and present menus and wine lists.

Develop departmental objectives, budgets, policies, procedures, and strategies.

Employment period: 1st March 2016 – September 2016

Name and address of the Company: Totor Cebicheria Peruana DIFC Gate Village 7, Dubai. **Position:** Waiter

Responsibilities:

Read communication pad at the start of duty, read the day's menu, and check board for special instructions, guests, and room trays
Serve food and drinks to guests applying knowledge of appropriate menu and diet order
Obtain menu order politely by smiling and speaking clearly to guests
Responsible for serving and cleaning tables applying the right procedures
Perform table bussing carefully and silently
Ensure work environment is kept neat and organized
Establish good relationship with guests, customers, and colleagues
Perform other duties that may be assigned by the supervisor.

Employment period:**March 2015 - Dec. 2015****Name and address of the Company:****Brasserie FLO, Venetian Village, Ritz Carlton. Abu Dhabi, UAE.****Position: Waiter****Responsibilities: Same as above.****LANGUAGES :****English:** Fluent**Serbian, Croatian, Bosnian:** Native**Russian and German** - Basic**Education:** Tourism and Hospitality Diploma JU Ekonomska Skola Brcko.
June 2006- March 2010**Objectives**

My goal is to go extra mile, fulfill the expectations of the supervisor, employer and guests and do my work at the highest level. I enjoy to work in a team and I have public relations experience and I have a lot of useful skills that I will improve with this opportunity. I believe my hard work over several years in hospitality industry and as well as my education background will help me a lot in my future career building.