

SAMPLE CV

Name: Ama Ghana
Post Office Box 1234, Tamale, Ghana



Height: 165 cm

Weight: 79 kg

Date of Birth: 6th March 1957

Profession: Waitress

Position applying for: Utility Operator Helper

OBJECTIVE

Friendly and dedicated lady seeking a position where I can provide excellent customer service, create a welcoming atmosphere and contribute to a smooth and efficient team operation. I aim to use my strong communication skills, attention to detail, and ability to work under pressure to support daily restaurant operations and enhance the overall customer experience.

SUMMARY OF WORK EXPERIENCE:

With 5 years of experience in waitressing, I have developed strong skills in customer service, teamwork, and record keeping. I am confident in handling orders efficiently, resolving customer concerns professionally, and maintaining a clean and organized work environment.

WORK EXPERIENCE

Job title: Waitress

Name of Company: West Hills Hotel

Date: January 2020 – Present

Responsibilities:

- Presented menus, explained dishes, and accurately took food and beverage orders.
- Handle billing by presenting checks, processing cash and card payments, and returning change or receipts.
- Maintain cleanliness of tables, dining areas, and service stations in line with hygiene standards.

- Communicate effectively with kitchen and bar staff to relay orders, modifications, and resolve any issues.

EDUCATION

Institution: West Hills Senior High School

Certificate: Senior High School Certificate

Date: June 2013 – June 2016

REFERENCES

NAME: John Cookman

COMPANY: West Hills Hotel

POSITION: Chef

INSERT FULL PICTURE



Republic of Ghana

Country Codes/ Code de Pays
GHA

Passport No/ No de passeport



Holder's signature _____ Signature du titulaire

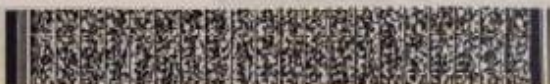


Place of interest / lieu d'intérêt:

ACCRA

Author's Address

Author: Abdul
PASSPORT OFFICE



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