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| scan0002aa**GURBAN HUDAYBERDIYEV****Email: kurbanchik@yahoo.com****Mobile: 054-5684717****Visa status: Employment Visa** |  |
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| **OBJECTIVE**  |
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| Having identified my potential would like to contribute to the growth of an organization which is able to use my outgoing personality and creative skills and offer me a challenging position in the field of Customer Services and Sales. Seeking an innovative atmosphere where my knowledge and experience can be shared and enriched looking for an opportunity where I can apply knowledge gained to meet the demands and challenges in real life situations. To achieve the goals set by my seniors / management. Very cooperative and get along with people at all levels. I am also quick to appraise new situation and learn new assignments with excellent communication skills. |
| SUMMARY OF QUALIFICATION: |
| * Holding a valid UAE DRIVING LICENSE/ LIGHT VEHICLE
* Hard working
* Basic Knowledge in Computer Application
* Flexible and Fast learner
* With Good English Speaking
* Graduate of “CALICAT” English Course
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| WORK EXPERIENCE: |
| Organisation: **Levee Restaurant & Café** Period: **December 2017- to present**Position: **Head Waiter****Responsibilities:*** Evaluated performance of all waiters and prepared reports for management.
* Communicated with guests on regular basis and ensured that they are satisfied.
* Identified all demanding guests and informed restaurant manager for the same.
* Served all food and beverage as per hotel standards and within the required time.
* Provided all customers efficient service at all times and cooperated with staff members for same.
* Provided quality training as per the required service standards.
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| Organisation: | **Saladicious, Dubai, UAE**  |
| Period: | **November 2013 till present** |
| Position: | Waiter |
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| **Responsibilities:** |
| * Serves food and beverage to guest according to operating procedures and general rules of table service etiquette. Performs various incidental duties to increase guest’s enjoyment and facilitate a smooth overall operation of the dining room
* Sets up assigned station and serving station
* Inspects all items that are to be used for cleanliness and appearance
* Inspects areas to ensure that tables have been reset properly, all tables, chairs and under table areas have cleaned after bussing, and all supplies have been replenished
* Maintains all service stations in excellent condition
* Delivers the order promptly and inspects all items before serving for appearance, temperature correctness
* Assist in bussing table as necessary
* Correctly completes all guests checks and accounts for issued check
* Coordinates and cooperates with all restaurant staff, including cooks, bus attendants, other waitress, cashier and Manager
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| Organisation: | **Yimpash Turkish Company, Ashkhabat/Turkmenistan**  |
| Period: | **October 2011 – March 2013**  |
| Position: | Sales Executive |
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| **Responsibilities:** |
| * Responsible for arrangement of showroom display
* Merchandising old and next collections according to high standards
* Monitoring stock control, suggesting price revision action on the basis of sales and customers feedback
* Selecting items for new collection
* In-charge of promo items sales and keep daily sales report
* Display available stocks according to the company standard
* Promoting the quality of the products
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| Organisation:  | **Altyn Asyr Mall, Ashkhabat/Turkmenistan**  |
| Period:  | **August 2010 – May 2011**  |
| Position:  | **Salesman**  |
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| **Responsibilities:**  |
| * Mainly dealing in men’s fashion
* Responsible for products marketing
* Promotions of products
* To build a pleasant friendly relationship with customer
* Daily sales report writing and recording
* To prepare weekly and monthly plans
* Changing of display
* Dealing with new clients
* Ensure smooth and efficient servicing to the customers
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| EDUCATION BACKGROUND: |
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| * **TERTIARY: Course Centre “Calicat” English Course S/Y 2010 - 2011**
* **SECONDARY**: **ASKHABAT HIGH SCHOOL S/Y 2000- 2010**
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| PERSONAL INFORMATION  |
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|  | * Nationality : Turkmen
* Religion : Muslim
* Languages Known : English, Russian, Turkish&Turkmen
* Marital Status : Single
* Date of Birth : May 3rd 1993
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