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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 | | | |
| 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. | | | |
| 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 | | |