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## PERSONAL

- Name**  
Hidden data
- Address**  
Hidden data  
34000 Kragujevac
- Phone number**  
+33 Hidden data (Viber, Whats upp)
- Email**  
Hidden data@yahoo.com
- Date of birth**  
11-10-1996
- Place of birth**  
Serbia, Kragujevac
- Nationality**  
Serbian
- Marital status**  
Single
- Driving licence**  
B

## INTERESTS

- Sport

## LANGUAGES

- English ★★★★★
- Germany ★★



## WORK EXPERIENCE

- Sep 2015 - Dec 2017 Waiter**  
" Restaurant Mustang ", Serbia, Kragujevac
- Jan 2018 - Oct 2019 Supervisor at Bar**  
" Kempinski Hotel ", Malta, San Lawrenz  
Through work in a 5-star Hotel, I got experience in communicating with different layers of people, and so acquire skills to always be occasive, kind, cultural impossible, but also useful, current and above all responsible for the work and good service of the guest. Work with foreign tourists have given me the opportunity to make a samaster some other skills that follow the meaning of waitingm such as: serving drinks and beverages to guests, recommendation for the selection of wine and other drinks and food also.  
  
Also keeping track of employees.  
  
Creating a work schedule.  
  
Taking care of food and drink.
- Nov 2019 - May 2021 Restaurant Manager**  
" Hotel Industrial 1853 ", Serbia, Kragujevac  
Organization of the work of the entire restaurant and crew.  
  
Making schedules, getting drinks and food.  
  
Making list of drinks every day.  
  
Working hours flexible.  
  
Greet and escort customers to their tables.  
  
Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies).  
  
Prepare tables by setting up linens, silverware and glasses.  
  
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.

○ Jul 2021 - Dec 2022

### **Restaurant Head-Waiter**

" Uno Momento " Cafe, lounge and pizza bar, Austria, Vienna

Greet guests and accompany them to their tables.

Present menus and respond any questions regarding menu items.

Greeting guests and taking drink and food orders.

Staying attentive to the needs of guests in the dining area.

Delivering food from the kitchen to the guests.

Ensuring the food order is made correctly by kitchen staff and looks presentable for guests.

Following health code standards with regards to the handling of food.

Performing shift duties like delivering racks of cups to the service station, rolling silverware, pre-bussing tables, wiping tables and removing debris and more.



## **EDUCATION AND QUALIFICATIONS**

○ Sep 2011 - Aug 2015

" Tourism and Hotel Industry Department ", Serbia, Kragujevac